




HERLEEN SAMBHI

CONTACT

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EDUCATION

**Justice Political Philosophy and Law
(B.A)**

McMaster Univeristy

2019-2023

Graduated with a 3.7 GPA, President of a McMaster Student Unions ratified cultural club (MSB)

SKILLS

Strong customer service skills

Able to adequately interact with costumers in a professional but social manner

Able to self-regulate and quickly but efficiently finish tasks at hand

Effective and quick in learning a new technological skill

Proficient in Python

Able to do basic HTML

Proficient in Microsoft Office

CERTIFACATES/ AWARDS

Java Script (Code Academy)

Honour Award, Lv 3 (First Year University)

PROFILE

I am a highly motivated and hardworking individual eager to gain more work experience and develop skills. I am seeking a challenging position that allows me to leverage my strengths while providing opportunities for professional growth and development. With a proven track record of exceeding expectations and a commitment to delivering exceptional results, I am confident in my ability to make a valuable contribution to any organization.

WORK EXPERIENCE

Customer Service/Front Office

Leon's Furniture Store

2023-2023

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Greet customers entering establishments.
- Track inventory and order new items as necessary.
- Provide customer service support by responding to phone and email inquiries.
- Assist with customer pick-up and delivery services.
- Maintain relationships with suppliers and vendors.

Customer Service/Operations

Savers - Value Village

2021-2022

- Greet visitors and handle their inquiries.
- Complete forms in accordance with company procedure.
- Compute sale prices and total purchases and receive and process cash.
- Open and close the register, performing tasks such as counting money, separating charge slips, balancing cash drawers, and redeeming coupons.

Playground Assistant

African Lion Safari

2019-2019

- Monitored children playing in the African Lion Safari waterpark area to ensure their safety.
- Assisted with maintaining the cleanliness and organization of the playground area.
- Provided excellent customer service to guests by answering questions and providing information about the playground and park.
- Ensured all safety procedures were being followed and intervened when necessary to prevent accidents or injuries.
- Assisted with crowd control during busy times, especially during peak season.
- Assisted with other duties as assigned by management.
- Performed first aid if necessary.