

CONTACT ME

☎ 437-663-5901

✉ harjotbhangujot@gmail.com

HARJOT KAUR

LANGUAGE

- English
- punjabi
- hindi

SKILLS

- Food preparation and safety
- Time management
- problem-solving skills
- MS word/excel
- Communication skills
- Leadership

EDUCATION

SARVHITKARI VIDYA MANDIR

In NON-MEDIA CL stream with A+
Grade.
2020-2021

➤ EXPERIENCE

ANUO REFRESHMENTS

FRONT DESK STAFF(2021-2022)

- Answered customer telephone calls promptly and appropriately handled needs.
- Took reservations over phone, in person, and via computer for guests and provided confirmation information.
- Maintained clean and organized front desk areas to uphold polished company image.
- Strictly followed sanitation and food safety guidelines as required by regulatory agencies and company.
- Prepared and served various food and drink items to customer
- specifications in fast-paced environments.

TEAM MEMBER

BIG BAZAAR, CHANDIGARH, INDIA (2022-2023)

- Placing order for store
- Monitoring Inventory
- Documenting sales
- Merchandise placement
- Leading team of shift staff on weekends