



Jaskaran Pannu

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37, Vanier Dr, Kitchener, ON N2C2P6

PROFESSIONAL SUMMARY

Highly organized and meticulous Administrative Assistant with experience in corporate office settings. Adept at preparing and maintaining files, greeting visitors and restocking supplies. Good communicator and planner with strong judgment and critical thinking abilities.

SKILLS

- Product knowledge
- Adapt to diverse groups
- Communications
- Problem-solving skills
- Relationship building
- Shipment processing
- Multi-tasking strength
- High energy
- Able to persuade others effectively

WORK HISTORY

SALES ASSOCIATE

05/2018 to 10/2018

Knewsales Group | Kitchener, ON

- Trained and served as a peer coach for new sales associates.
- Worked collaboratively in team environment.
- Collaborated in creating strategies that drove sales and revenue.
- Used to talk to 100's of new people on daily basis.

6 MONTHS - INTERNSHIP

01/2017 to 07/2017

SachTech Solutions | Chandigarh, Punjab

EDUCATION

Bachelor's In Computer Science | Computer Science
Punjab Technical University(INDIA), Kapurthala, PB

2017

Post Graduation | Web Designing And Mobile Application Development 2019
Conestoga College, Kitchener, ON