

JASMEEN KAUR

AB

JOB WORK

✉ Jasmeenghumaan1408@gmail.com

📞 +1(437)7990460
🌐 yourwebiste.domain
📍 65,candy crescent
,brampton

Detail oriented professional with excellent communication,interpersonal,and creative thinking skills.Aiming to leverage my abilities to successfully fill the vaccancy at your company.frequently praised as hard working by my peers, I can be relied upon to help your company achieve its goals.

EDUCATION

Bhupindra international public school

Grades-85%

Conestoga college, kitchner

Web development and internet applications fundamentals

SKILLS

PROFESSIONAL

training
Professional in MS Office(word, Excel,powerpoint)
Billing
Payment processing
Fast learner
Cash management
Cash register operations
Communication skills
Public interaction
adaptability
Salesforce

LANGUAGE

English : Fluent
Hindi : Fluent

Availability

PART TIME

- Monday any time
- Tuesday any time
- Wednesday any time
- Thursday any time
- Friday any time
- Saturday any time
- Sunday any time

EXPERIENCE

STORE ASSOCIATE

AMAZON| 05/2022 - 09/2022

24 Seven ,India

- Managed the store including stocking and zoning aisles.
- Unloaded store products and arranged products in display areas.
- Communicated with store manager about supply needs to maintained the well stocked store.
- Offered customers assistance with locating merchandise at other locations.
- Labeled ,tagged and sorted merchandise to improve store organisation.

RECEPTIONIST

HIGH SCHOOL | 10/2022 - 02/2023

- Managed a phone switchboard and directed 20-60 phone calls per day from parents and outside personnel to the school administrative staff
- Completed 80+ hours of data entry by creating field trip notices and media releases forms with 100%accuracy.
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