

# JASMEEN KAUR

AB

## JOB WORK

|   |                                |   |
|---|--------------------------------|---|
| ✉ | Jasmeenghumaan1408@gmail.com   | 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. |
| 📞 | +1(437)7990460                 |   |
| 📍 | 65,candy crescent<br>,brampton |   |

## 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

## 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.
- Worked as cashier.

## Availability

### PART TIME

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