

**JASMEEN KAUR**

**JOB WORK**

**AB**

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📍 65,candy crescent ,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

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.

### 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