

Karanvir Singh

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#### Summary

Reliable and detail-oriented professional with over 3 years of experience in residential property

management, tenant relations, and on-site maintenance. Skilled in building inspections, emergency

response, and coordinating repairs to ensure smooth day-to-day operations.

Adept at managing

teams, maintaining positive tenant relationships, and ensuring a safe and clean living environment.

Proficient in Microsoft Office, Condo Control, and Building Link, with strong communication and

organizational skills. Seeking to leverage my expertise as a Building

Superintendent to enhance

property management services and tenant satisfaction.

#### Professional Experience

Head Concierge, Security Supervisor

Elite Residential Concierge Services Inc, Toronto, ON

May 2023 – Present

Supervised a team of 8 security guards, ensuring day-to-day property management and smooth

operations.

Ensured safety and security on the premises and remained on-call for any after-hours

emergencies.

Followed tasks assigned by the property manager and provided timely updates.

Coordinated with the building superintendent to maintain clean sidewalks and perform snow

shoveling during winter months.

Built positive relationships with tenants, management, and board members, addressing

inquiries, complaints, and concerns promptly.

Managed and tracked Purchase Orders (P.O.) to ensure proper inventory for the security office.

Prepared and submitted weekly performance reports, highlighting team efficiency and seeking

feedback.

Concierge Security Guard

Elite Residential Concierge Services Inc, Toronto, ON

November 2021 – April 2023

Welcomed and assisted an average of 50 guests daily, ensuring positive tenant and visitor

experiences.

Delivered legal documents and notices door-to-door as instructed by the property manager.

Conducted hourly patrols to monitor premises and resolved building issues promptly.

Managed over 100 daily packages, logged amenity bookings, and maintained accurate records.

Performed pre- and post-inspections of amenities, ensuring timely resolution of maintenance needs.

Issued parking permits, audited keys, and ensured secure storage during shifts.

#### Education

Computer Software & Database Development

Lambton College, Toronto, ON

May 2021 – December 2022

Bachelor in Computer Applications

Punjab University, India

July 2020 – September 2020

#### Certifications

Ontario Security Guard License (Valid until 08/2025)

First Aid and CPR Certification (Valid until 08/2027)

#### Skills

Property Operations

Building inspections, maintenance coordination, work order management, inventory tracking

Customer Service

Tenant relations, communication with management and board members, conflict resolution

Leadership

Team supervision, staff performance reporting, purchase order management

Technical Proficiency

Microsoft Teams, Outlook, Condo Control, Building Link, access control systems

Maintenance

Shut-off valves,