

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.
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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)
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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, boiler and chiller monitoring, drywall repairs, painting, light fixture maintenance

Emergency Response

- Fire alarm handling, leak inspections, incident reporting, after-hours support