Karanvir Singh   
(647) 607-5689 | karanvirsagar1998@gmail.com | Vaughan, ON

Professional Summary

Motivated and reliable individual with experience in building maintenance, customer service, and property management. Adept at maintaining cleanliness and ensuring safety and satisfaction in residential properties. Seeking to leverage my experience and strong work ethic to contribute as a Building Superintendent.

Professional Experience

Head Concierge | Security Supervisor  
Elite Residential Concierge Services Inc., Toronto, ON  
May 2023 – Present

Performed minor maintenance tasks and coordinated work orders for building repairs, ensuring functionality and safety.

Maintained cleanliness of public areas, including sidewalks, corridors, and common spaces, ensuring a pleasant environment for residents.

Monitored safety protocols and assisted with emergency situations, responding effectively to fire alarms, leaks, and other emergencies.

Managed after-hours on-call schedule, ensuring timely responses to emergency situations, and ensured building safety and security at all times.

Maintained fire safety and winter logs, ensuring compliance with safety regulations and facilitating necessary inspections.

Concierge Security Guard  
Elite Residential Concierge Services Inc., Toronto, ON  
November 2021 – April 2023

Assisted in maintaining cleanliness of common areas and addressing maintenance issues, ensuring a safe and well-kept building environment.

Monitored building premises, reporting and addressing safety hazards and building deficiencies to management.

Provided excellent customer service, responding to resident concerns and addressing maintenance requests promptly.

Assisted in emergency procedures and handled coordination for snow removal and other seasonal tasks.

Skills

Building Maintenance, Janitorial Skills, Safety & Security, Customer Service, Tools & Equipment, Physical Stamina, Able to sit, stand, and walk for extended periods, and lift up to 50 lbs., Comfortable working in a variety of environments, including those with exposure to fumes, odors, and potential safety hazards, Using janitorial tools, performing minor repairs, and responding effectively to emergencies.

Education

Computer Software & Database Development  
Lambton College, Toronto, ON  
May 2021 – December 2022

Certifications

Ontario Security Guard License (Valid until 08/2025)

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