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|  | SIMRANJEET KAUR | |  |
| Contact 42 Riverside Drive,  CR4 4BU  07747519320  simranjeet.dhadwal@gmail.com | | SKILLS I possess a strong proficiency in mathematics, demonstrated by my ability to solve complex problems and analyze data effectively. My command of the English language is excellent, allowing me to communicate clearly and concisely in both written and verbal forms. Additionally, I have a proven track record of strong multitasking abilities, balancing multiple tasks efficiently and effectively. These skills have been honed through practical experience and academic achievements, making me a valuable asset in any role that values critical thinking, communication, and organization. Let me know if you need any more assistance. | |
| Education: **Current education:**  Doing MBA at  **Regent college London**    Guru Nanak Dev University  Amritsar, India  Bachelor of Computer Application Key Skills Customer Services  Technology Proficiency  Team work  Communication  Problem-solving | | ExperienceDecember 2023 - JANUARY 2024 **Customer service Representative cum Stock Clerk** | Universal Hardware Store, SW17 7PG may 2021 – november 2023 **Sales Associate** | Maini Distributor,  Kot kapura, Punjab, India  Overseeing daily operations, assisting customers about finding products, process sales transactions, return and exchange. Also responsible for maintaining stock and  keep it at proper displays and perform housekeeping  tasks daily. | |
|  | | Technology Proficiency Being a part of Computer Application Stream, it aids me to become tech-savvy person and able to in cooperate with any king of Technology  - Proficient in Microsoft Office Suite (Word, Excel PowerPoint)  - Skilled using POS systems for order processing  - Familiar with basic troubleshooting techniques for electronic equipment | |
|  | | Communication Quite proficient in speaking clearly and concisely in English language which is considered as Lingua Franca and capable of understanding body language.  - Excellent verbal and written communication skills  - Strong interpersonal skills, able to work well in a team setting  - Skilled at clearly articulating ideas and information  - Good listener, able to understand and respond effectively to feedback  - Proficient in conveying complex information in a clear and concise manner | |
|  | | References Ashish Singh Owner of Universal Hardware Store,  SW17 7PG, 07856202309, 07776620988 | |