

## KHUSHPREET KAUR

### Sales Associate

Self-motivated, team player with strong organizational and interpersonal skills.

Always looking to learn new skills, take on extra responsibilities, and grow professionally.

Experienced in training and mentoring new members of staff.

Confident public speaker with experience of giving presentations and training sessions.

Have worked in busy, pressurized environments where high standards are expected.

### EXPERIENCE

Fatehabad, haryana

March 2021 - August 2021

#### IELTS trainer

Sahara Academy

- Answered calls, responded to emails, and spoke with clients face-to-face.
- Trained, coached, and supervised new staff members.
- Pitched ideas on how to improve performance and efficiency.
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Fatehabad, haryana

March 2020 - March 2021

#### Sales Associate

Easy day

- Handled customer complaints with empathy and composure.
- Proactively participated in meetings and helped create new practices.
- Answered calls, responded to emails, and spoke with clients face-to-face.
- Accurately handled large amounts of money on the cash register.
- Helped management to identify workflow issues and find solutions.
- Supervised and delegated tasks to a team of [12] people.

### EDUCATION

BC, Canada

September 2021 - Present

#### Advanced web application development diploma

Codecore collage and North island collage BC, Canada

Hisar, Haryana, India

February 2019 - March 2020

#### high school - Non medical

Vidya Devi Jindal School

### CONTACT INFORMATION

#### Email

kkhushpreet2020@gmail.com

#### Address

surrey, BC V3S2K9

#### Date of birth

08-21-2001

#### Nationality

Indian

### SKILLS

- Teamwork
- Problem-Solving
- Customer service
- Sales
- Leadership
- Public speaking
- Handling conflict
- Mentoring
- Social media

### LANGUAGES

#### english

Advanced

#### hindi

Native

#### punjabi

Native