

# SIMRAN KAUR

thesimrank15@gmail.com 

Twitter/Blog/Portfolio

Proactive team player with excellent time management abilities, ready to take on responsibilities and contribute to the thriving work environment.

---

## Availability

Tuesday, Thursday, Friday (after 1pm), Saturday and Sunday

---

## Skills

- ANALYTICAL THINKING
- PASSION FOR TECHNOLOGY
- EXCELLENT COMMUNICATION SKILLS
- PRESSURE HANDLING
- QUICK LEARNER
- STRONG PROBLEM SOLVING SKILLS
- MULTI - TASKING
- POLITE WITH CUSTOMERS
- GOOD PRESENTATION SKILLS
- STRONG PLANNING AND CRITICAL THINKING SKILLS

---

## EXPERIENCE

january 2023 – july 2023

### Team Member, Subway (India)

- Responding quickly and resourcefully to customers concern and request
- Serving multiple customers in a short period of time
- Maintaining high customer standard for the customer
- Responding to clients complain

---

## EDUCATION

- Completed 12<sup>TH</sup> grade with excellent score.
- Currently pursuing BACHELORS IN BUSINESS ADMINISTRATION from UNIVERSITY OF REGINA.

---

## ACHIEVEMENTS

- COMPLETED A CERTIFIED COURSE ON MICROSOFT EXCEL, WORD AND POWERPOINT.
- ELECTED AS “HEAD GIRL” DURING HIGH SCHOOL.