

Manikaran Singh

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Objective

Looking for a position in an organization where I can apply my skills for getting personnel as well as organization goals.

Summary of Qualification

- Skilled in handling the situations.
- Inventory Management.
- Complaint Handling
- Adapt the environment easily.
- Ability of performing multitask.
- Work under pressure
- Proficient in using MS Word, Excel, and PowerPoint

Education

- Seneca College of Applied Arts and Technology
Certification
Computer Programming (Expected December 2022)

Experience**Customer Service: -**

6 months

December 2020 – May

2021

Receptionist/Cashier | McDonalds | India

Key responsibilities:

- Perform Cash task.
- Handle Reception work.
- Deal with customers effectively.
- Serves visitor with warm welcome.
- Answering and Forwarding calls

- Guide visitors with directions.
- Schedule appointments.

Security Guard: - 2 Months

August 2021 – Currently Working

Canadian Security Force | Brampton | Canada

Key Responsibilities:

- Investigated disturbances and detained unruly guests until the authorities arrive.
- Wrote a daily report and achieved it to be reviewed later if necessary.
- Performed routine patrols throughout this site and other site properties nearby.
- Monitored a complex system of 20+ surveillance cameras.
- Kept my superiors informed on any unusual events or happening.
- Interacted politely with guests, helped resolve disputes.

Additional Skills

- First Aid and CPR certified
- Fluent in security technologies
- Bilingual in English, Punjabi and Hindi.

