**MANTIRTH KAUR**

**38 Bering Road (BRAMPTON) L6P 0H7**

**Mantirthkaur@gmail.com**

**647 505 3723**

**❖PROFESSIONAL SUMMARY-**

I want to succeed in a stimulating and challenging environment, building the success of the organization while I experience advanced opportunities.

**❖ SKILLS-**

Creativity Desire to learn

Flexibility Close observation

Open-mindedness Resourcefulness

Patience Attention to detail

Time management Complaint resolution

Team building Customer Relations

Communication Money handling

Leadership Recordkeeping

Hard working

* **COMPUTER BASED SKILLS-**

Microsoft Office Data entry

Excel spreadsheets Fast typing

Email communication

**❖WORK HISTORY:**

**1.** **Currently working at FreshCO-**

**FRONT-END CASHIER**

● Cash handling.

● Greet customers and assist them in locating merchandise in store.

● Process transactions using cash register and point of sale equipment.

● Making good customer relations by providing good service.

● Reconcile cash drawers and sales receipts.

**2. September 2022 to December 2023.**

**ASSOCIATE**

● Cash handling.

● Greet customers and assist them in locating merchandise in store.

● Process transactions using cash register and point of sale equipment.

● Responsible for maintaining stock and cleanliness as well as rotating merchandise and inventory control.

● Representative of health and safety committee.

**3. May 2021 to August 2022**

**ENGLISH LANGUAGE TRAINER.**

● Responsible for discipline decorum.

● Checking notebooks, assignments.

● Regular feedback one to one discussion to assess needs of students.

● Basic administration, such as keeping student registers and attendance records.

**ACADEMIC SKILLS**

**1**. **Verified in Networking Essentials (CISCO)**.

Have proper knowledge about-

• the concept of network communication.

• the basic requirements for getting online.

• creating a simulated network using Packet Tracer.

• the principles of IPv4 and IPv6 address management.

• how to use security best practices to mitigate attacks.

**2**. **JAVA Programmer-**

• Object-Oriented Programming.

• Conduct Testing and Debugging.

• Software Analysis.

• Maintain Application Software

**❖EDUCATION-**

● **04/2021. High school – Non medical**

**Dashmesh group of schools (Punjab)**

**● Currently pursuing Diploma of Computer Engineering Technician at Pures College of Arts and Technology (Northern College)**

**❖ACHIEVEMENTS** –

● Merit holder in state in High school