**MANSI MEHINDRU**

Phone : - +1 (437)987-0253 E-mail : mansimehindru9002@gmail.com

**CAREER OBJECTIVE**

Looking for the part time job to start with my career in the industry. Where I can use my skills and work hard to polish them.

**SKILLS**

• Strong work ethics with remarkable costumer handling skills.

• Requirements gathering.

• Client service.

• Project Documentation.

• MS-Word, Excel, PowerPoint, Email and Internet application.

• Oral and Written communication.

• Excellent communication skills in three different languages: English, Punjabi, Hindi.

• Hard Working and quickly grasp new things.

• Ability to meet the deadline of the work.

• Efficient in counting cash and put the coins accordingly in the money-handling machine.

• Excellent time-management skills and consistently on time to shift.

**WORK EXPERIENCE**

➢ Part-time job at Big Bazaar

Tasks did at job

• Customer Service

• Packing

• Kept written record of goods

• Call attender

**EDUCATION**

Software Engineer Technician January 2020- Present Centennial College, Scarborough, ON