**MANPREET KAUR**

**Apt. 206, 1689 Pembina hwy.**

**431-337-5814**

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# PROFILE



A highly organized and self-motivated customer service professional with diverse experience in treasury management, credit collections, cash application, billing, month-end financial procedures and reporting. Known for collaboratively working independently as well as in a team setting, and executing assignments in a fast-paced environment with excellent oral and written communication skills. Customer focused with ability to make decisions independently and quickly with minimal escalations and to adapt quickly to new situations.

# EDUCATION & AWARDS



**Software developer – (current)**

Manitoba Institute of trades and technology

**Senior Secondary Certification-(2017)**

Budha Dal Public School,Punjab (India)

**Awards**

* 2016- 2017:Merit Award- Academics, In Senior secondary.
* 2015- Merit award-Academics, in matriculation.
* 2015-State level certificate as a basketball player.
* 2014: Head of planning activities in school and college.
* 2014: Co-Host in an science fair for 600 people.

# WORK EXPERIENCE



**Customer Service Representative**

Cafe Coffee Day, Patiala-India April 2017-November 2017

* Accurately and quickly processed cash, debit and credit card transactions and handled deposits of over $ 1,000.
* Encouraged positive and knowledgeable interactions with clients using interpersonal and communication skills and by providing exceptional customer service.
* Met expected sales targets each month by using interpersonal and problem solving skills to resolve issues and concerns.

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