

Namjot Singh

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OBJECTIVE

Determined individual seeking a cashier or customer service position with proven experience of more than one year in customer service. Focused on solving customers' questions and processing payments.

WORK EXPERIENCE

Library Assistant | Niagara College Toronto

January 2024 - Current

Toronto, Ontario

- Provided excellent customer service by assisting students with printing services and addressing their inquiries, ensuring a positive and supportive environment.
- Managed financial transactions with 100% accuracy, maintaining a reliable and trustworthy cash handling process.
- Oversaw the inventory of library materials, ensuring shelves were well-stocked and organized for easy access by students and staff.
- Collaborated with the library services team to organize and organize events such as Book Club and workshops aimed at improving students' English skills.

Cashier | No Frills

November 2023 – June 2024

Etobicoke, Ontario

- Provided exceptional customer service by warmly greeting customers, guiding them to locate items and ensuring a pleasant shopping experience.
- Efficiently scanned and processed products, handling a high volume of transactions with accuracy and minimizing wait times.
- Organized and updated prices for weekly flyers, ensuring accurate and attractive displays for promotions.
- Stocked shelves with new inventory and ensured products were neatly arranged and faced correctly.
- Maintained an organized and well-stocked register area with necessary supplies.

Driver Helper | UPS

October 2023 – December 2023

Etobicoke, Ontario

- Assisted UPS driver in delivering packages during peak season, ensuring timely and accurate delivery to customers.
- Worked in extreme weather conditions, including rain and snow, demonstrating resilience and dedication.
- Regularly delivered packages weighing up to 70 pounds to residential areas and apartments, maintaining a high level of physical fitness and stamina.
- Consistently punctual and reliable, arriving on time for on-call shifts and meeting delivery deadlines.

AVAILABILITY

- Days: Monday to Sunday (Full Time)

SKILLS

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|------------------------|---|
| • Communication Skills | • Operating POS Systems, cash registers |
| • Customer Service | • Organizational skills |
| • Cash Handling | • Stocking shelves and Price Tagging |
| • Attention to Detail | • Teamwork |

EDUCATION

Niagara College, Toronto (2023-2025)

Diploma in Computer Programming

High School, India (2022)