Gurkirpal Singh

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**Profile-**

I am a determined, abstracted and confident person who is extremely motivated with a strong work ethic. I strive to achieve the best that I can in any task I am asked to complete. I am a well presented and organised person that always tries to do the best. I believe that I am a team player with a positive attitude. I enjoy a great challenge and I am always ready to tackle new and difficult tasks.

**Key skills-**

Innovative thinking. Team Management

Planning & Organizing Reliable & Trustworthy

Confident and Active Listening. Good Work Ethics

**Technical skills-**

* Microsoft tools and database management.
* HTML, CSS, and JavaScript.
* Python, Java, and C language.

**Work Experience -**

**Customer service -** Sunrise Caribbean restaurant (queen st., 8970 Chinguacousy rd.). sep.2022-feb.2023

* Maintaining solid customer relationships by handling questions and concerns with speed and professionalism.
* Processing orders and transactions.
* Collecting and analysing customer feedback.
* Providing a positive customer experience with fair, friendly, and courteous service.
* Maintain checkout operations by following policies and procedures and reporting needed changes.
* Providing proactive customer outreach.
* Working to a deadline.

**An English Instructor/Data Entry (2021-2022)**

Global Wings Institute, Ferozepur, India

* Entering students’ Data, compiling, verifying accuracy and sorting information to prepare source data for Computer Entry.
* Reviewing Data for deficiencies or errors, correcting any incompatibilities and checking output.
* Skilled in arranging the competition and evaluating the performance of the competitors.
* Strong understanding of English grammar with a capability to pass on the knowledge successfully.
* Ability to encourage the scholar for desired results.

**Projects-**

**Personal portfolio -** it’s an internet tools project, a personal portfolio site which consists of my work, projects, and personal details. Technologies like JavaScript, CSS, and HTML were used.

**Education-**

**Bachelor of Computer Science:** Algoma university, Brampton (sept 2022 – sept 2025)

(Expected graduation - sept 2025)

High schooling (NON-MEDICAL): GRDPS**,** Ferozepur, India

(COMPLETED IN -2021)

**Certifications -** Standard first aid, CPR Level C.

Valid Ontario Security License.