NAME: PAVNEET KAUR

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**ATTRIBUTES:**

* Experienced in making invoices and working on aging reports.
* Experienced in keeping a record of payments made and received by the company.
* Excellent knowledge of Excel, outlook and power point.
* Customer service skills.
* Experienced in working on Adobe and pdf editing.
* Basic troubleshooting knowledge of windows.
* HTML5, JavaScript, TypeScript, CSS3, Bootstrap, GIT, React, Angular, jQuery, Basics of Python, C and C++, Excel, MySQL, Oracle, MongoDB, and Linux.
* Hands on experience in working with MySQL, PostgreSQL and Oracle while doing college projects.
* Experience in HTML5, CSS3, JavaScript, Typescript, jQuery, Ajax, React, Angular, Express and Bootstrap.
* Knowledge about MongoDB, Mongoose and version control GIT using GitHub.
* Familiarity with Python, C and C++.
* Experience in API development and testing using Postman.

**PERSONAL PROJECTS**

**Artwork Application:**

[**https://web422-a6-main.vercel.app/**](https://web422-a6-main.vercel.app/)

* This is a web application made using Next.js Framework template designed by React.
* It is simply designed to present the data of Metropolitan Museum art Collection API.
* Users can register to this, view the data related to the artwork and add their favorite artworks to the favorite library.
* User information is stored securely in MongoDB using JWT.
* It is a responsive website and works perfectly on any screen size.
* Users are also allowed to search for a particular kind of artwork and search history will be stored for the user too.

**My portfolio:**

[**https://portfolio-github-io-swart.vercel.app/**](https://portfolio-github-io-swart.vercel.app/)

* This is my simple portfolio created using HTML5 and CSS
* This is styled with modern CSS using CSS grid and flexbox.
* This has all the information about my projects, education, and different ways to connect to me.

**Weather Application:**

[**https://weather-app-five-drab.vercel.app/**](https://weather-app-five-drab.vercel.app/)

* This is a simple weather application created using HTML, JavaScript and CSS.
* It shows the weather forecast for the present time along with the next 7 days.
* It updates the location automatically.

It provides day and night temperature for the entire week along with humidity, pressure, wind speed, sunrise and sunset time.

**EDUCATION AND CERTIFICATIONS**

* Diploma of computer programming (September 2021 to December 2022)

Seneca College, CANADA

* Certification of AngularJS (February 2023 (online))

**EXPERIENCE:**

Noble Prime Solutions, Office Admin August 2023- Current

* Taking clients phone calls.
* Dealing with city’s building departments, planning departments and other conservation

departments.

* Data Entry in excel.
* Preparing building permit applications and submitting them to the city.
* Actively checking emails and giving prompt response to clients and city.
* Working on different city portals regarding building permits and planning applications.

ERB Transport, Office Admin April 2023- August 2023

* Taking clients phone calls
* Dealing with OS&Ds on Dock.
* Preparing paperwork according to the loads.
* Scheduling LTLs and LTRs.
* Monitoring emails regularly.
* Rescheduling and rerouting loads as required.
* Data Entry into excel.

Akal Transport (US), Remote Accountant/Dispatcher October 2022 – June 2024

* Keeping record of all the payments received and made by the company.
* Booking loads in the absence of another dispatcher.
* Data entry into excel.
* keeping track of all the loads the company hauls.
* Delivering paperwork to the brokers for getting payments of loads.
* Making invoices for all the loads hauled by the company.

Wendy's (CANADA), Crew member October 2021- September 2022

* Working in kitchen.
* Prepping stuff for back up during opening shifts.
* Taking orders on POS (drive Thru and Dine In).
* Interacting with customers.

Subway (CANADA), Manager Assistant September 2021 – January 2023

* Completing weekly inventories and making list of things required to be ordered for the week.
* Taking phone call orders.
* Sandwich Artist. Taking Orders on POS.
* Interacting with customers.

Thandi Transport (US), Remote Accountant/Dispatcher March 2020 – February 2021

* Keeping record of all the loads hauled by company.
* Booking loads in the absence of another dispatcher.
* Data entry into excel.
* Delivering paperwork to the brokers for getting payments of loads.
* Making invoices of hauled loads.
* Customer experience.