

PUSHPINDER KAUR

pushpinderkaurhehar@gmail.com

4377883335

HIGHLIGHTS OF SKILLS/ QUALIFICATIONS

- Outstanding written, oral communication and interpersonal skills.
- Computer skills: MS Word, Excel, PowerPoint, Access.
- Ability to prioritize, multitask in different individual and group projects.
- Observe confidentiality while dealing with sensitive information.

EDUCATION

Seneca College, North York

Sept 2021 – Present

Computer Programming

EMPLOYMENT EXPERIENCE

Easy Day Grocery Store

Jan 2021- July 2021

Cashier

- Operated cash register and all point of sales functions.
- Processed customer purchases efficiently, followed standardized procedures.
- Accurately verifies merchant quantities, descriptions, and prices when processing customer purchases.
- Handled multiple customers in an efficient manner.
- Dealt with challenging situations and conflict resolution in a professional manner.

Una Smart Radiant Plaza

July 2020- Dec 2020

Customer Service Representative

- Managed account opening/closing, data entry, filing of paperwork and other accounting duties.
- Maintained inventory, weekly stocking and filed returns.
- Demonstrated orientation & training to the new employees about the regular job duties and the workplace.
- Implemented work ethics, confidentially to deal with the employee's personal and workplace sensitive information.

Availability

Monday to Friday – After 5 p.m.

Saturday, Sunday and Tuesday – Full Day