

PRABHPREET SINGH SEMBHI
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SUMMARY OF QUALIFICATION AND SKILLS

Over 3.5 years of customer service experience in Front desk services and office assistance with proven ability of strategic planning and significant verbal & written communication. Computer science and information systems (diploma), graduate, passionate to learn new technology and motivated to make a difference in an agile work environment.

Key Skills:

- Familiar with cloud data warehousing in AWS
 - Proficient in data query language (SQL)
 - Web and android app development practitioner
 - Conversant with the virtualization concept and tools
 - Knowledgeable about the agile environment and sprint concepts
 - Strong organizational skills
 - Analysis and decision making
 - Strong mediation and problem solving
 - Professional verbal and written communication skills
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EDUCATION

- **Computer studies and information systems (Diploma)** **January'18-December'19**
Douglas college, New Westminster, BC, Canada
 - Learned back end programming languages: Java, c#, php, JavaScript, jQuery, xml
 - Database connectivity from the cloud data warehouse like AWS and MySQL
 - Use of both SQL and NoSQL database
 - Working in an agile environment, using GitHub, implementing the Spring framework
 - Brief knowledge of the sprint ceremonies
 - Proficient Front-end web development with HTML, CSS and frameworks like bootstrap
 - Hand-on experience developing mobile apps in android studio with google APIs
 - Proficient in the installation and maintenance of computer hardware and software
 - Gained level 1 knowledge of accounting, finance, economics and marketing
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PROFESSIONAL EXPERIENCE

Concierge, Securiguard services

June'2018-till date

- Providing professional customer service at front desk, emails and phone calls.
- Responding to questions with a solution while maintaining the priority sequence
- Supporting the manager in arranging strata meetings
- Help clarify the requirements of the building to the residents and guests

Office Assistant, Ishwar mechanical works

January'16-October'18

Actively managed orders of up to 70 clients as well as ensured the achievement of order delivery date. Analyzed business's demand and supply to appropriately schedule staff and order raw material

Roles & Responsibilities:-

- Maintain and update client database, secure confidential files and forward documents to select recipients
- Schedule staff and organize orders as per priority
- Keen attention to detail ensuring the accurate completion of multiple tasks by strict deadlines
- Update suppliers' transaction database and reviews invoices/purchase orders forwarded by the accounting office
- Arrange appointments and meetings
- Analyzed purchase orders, monitored delivery status and provided customers updates on their orders.

Awards & Achievements:-

- Published technical blogs <https://prabhsembhi.blogspot.com/>
- Received teacher's recognition for creating the best android app project