

AMANPREET KAUR

Mobile No. : +1 437- 667- 6964

Email: preetaman1729@gmail.com

Address: 50 Burgby Avenue, Brampton

PROFFESIONAL OBJECTIVE

Carry forward to experience, gained and improved professionally in an environment that calls for challenges and be a part of a team in accomplishing corporate goals.

EDUCATIONAL QUALIFICATION

2023: Pursuing Health Informatics Technology (Centennial College)

2018: Complete Bachelor of Computer Applications (Punjabi University Patiala)

2015: Senior Secondary (Arts with Maths) (Police DAV Public School)

2013: Matriculation (Police DAV Public School)

PERSONAL COMPETENCES

- Ability to work in a fast- paced environment to set deadlines.
- Excellent oral and written correspondence with an exceptional attention to detail.
- Highly organized with a creative flair for project work.
- Enthusiastic self- starter who contributes well to the team.

PAST EMPLOYMENT

- **Subway – Patiala**
Time Period – March 2022 to June 2023
Role – Crew Member
- **Learning Tools Pvt. Ltd. – Patiala**
Time Period – February-2021 to February-2022
Role – Management Information System (MIS) cum IT Trainer
- **Hitec (Higher info-tech Education Centre) – Patiala**
Time Period – July-2018 to January-2021
Role – Management Information System (MIS)

KEY SKILLS

- Positive attitude
- Completed tasks such as loading, unloading, sorting, picking and packing the products.
- Completed all paperwork and documentation required thoroughly, accurately and in a timely manner.
- Followed all the company policies and procedures and encourages other associates to do the same.

AVAILABILITY

- Part Time/ Full time.