**Jagjit Singh**

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**OBJECTIVE:**

Seeking a position in a challenging environment, providing opportunities for growth and advancement, where I can utilize my experience and acquired skills towards becoming a valuable team member.

**COMPUTER EXPIERENCE:**

* Experienced working with Microsoft Word, Excel and PowerPoint
* Utilize broad knowledge of the internet to research various projects at school
* Attained advance knowledge of computer terms and procedures in many aspects of computer hardware and software
* Help Desk/Tech Support, business report writing, Data entry

**EDUCATION:**

Diploma in Software Eng. Technician September 2019- Present

(Centennial College, Toronto)

**EMPLOYMENT HISTORY:**

Customer Service Representative September 2019-Dec 2019 Pizza Pizza, Toronto, ON

G4S security may 2020 - present

**PERSONAL ATTRIBUTORS:**

* Excellent interpersonal, communication skills, strong organisation abilities.
* Fluent in English, Urdu, Hindi and Punjabi.
* Proven professional customer service abilities.
* Able to work both independently and in a team environment.
* Hardworking, fast, efficient, reliable, punctual, conscientious and adept at learning and implementing new skills and work well to meet deadlines.