## Himanshi.

Email: <a href="mailto:himanshipunjab58@gmail.com">himanshipunjab58@gmail.com</a> / Mobile: (437) 267-4204

Brampton, Ontario

## **Objectives**

A well-educated, dedicated team player seeking an employment opportunity in a Pharmacy warehouse and want to give my best to the company.

## **Work Experience**

### Rollstar Metal Forming (General Labor)

June 2023 to September 2023

- The key responsibilities and duties were Packing auto parts
- Putting labels on the parts
- Ensuring quality checks to satisfy customers
- Operating machines and always completing tasks on time.
- Working as a team player was my asset.

#### Liquor Control Board of Ontario (Customer Service Representative)

November 2023 to December 2023 (Contractual)

- Assisting customer inquiries and providing solutions to their inquiries.
- Maintain a good environment in the store.
- Working collaboratively with the team to ensure the reputation of the company.
- Handling all cash transactions effectively and accurately.

### **Education**

#### Hanson College, North York, Ontario

I am pursuing a Business Administration Course from Cambrian at Hanson College. The major subjects are – accounting, financial management, statistics, and project management. Apart from this business communication is also considered an important subject. My overall GPA throughout the semester was around 3.5

#### **Skills**

<u>Technical Skills:</u> Inventory Management, Quality Assurance, Packaging, Machine Operations, Data Entry and Documentation, Safety Compliances, Product handling, Ability to work for longer hours. <u>Soft Skills:</u> Communication skills, Team Collaboration, Adaptability, Problem-Solving.

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# **Availability**

Sunday to Thursday (11:00 pm to 7:30 am)

Also, have a Health and Safety training certificate GMP, and safety shoes. Able to start work as soon as possible.