**Prabhkirat Singh Sekhon**

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**Professional Summary**

Disciplined and insightful IT Business Analyst with a B. Tech in Information Technology and post-graduation diploma in Business Analysis and 2 years of professional experience in customer service and B2B settings. Eager to leverage technical, analytical, and management skills to drive growth and boost sales results. In previous roles, revamped technical efficiency by implementing automated methodologies into the system and decreased spending by 20%.

**Skills**

* **Software**- Microsoft Office Suite, Google Drive, Trello, Open HAB, Linux MCE, Android Things, SAP
* **Hardware**- Node MCU, X10, Arduino Mega 2560, Raspberry Pi
* **Project Management**- Agile proficiency, Technical reporting, Work scheduling software, IT
* **Sensors**- LDR, IR, Ultrasonic, PIR, LM35
* **Soft Skills-** Critical and analytical thinking, Flexible, Creative, Responsible, Time Management,

**Work Experience**

**Field Engineer** (Part-time) **May 2020- March 2021**

Elite Builders, Ludhiana, Punjab, India

* Conferred with clients and other members of the engineering team to determine project requirements
* Established, monitored, and updated construction work schedules with the suppliers and construction workers to maintain inventory and smooth the pace of work
* Drafted contract documents, reviewed and evaluated tenders for construction projects in order to get the legal approvals
* Supervised technicians, technologists, and other engineers
* Reviewed and approved designs, calculations, and estimates
* Conducted economic analysis to ensure that the project always aligned with the projected economic estimates and composed monthly and annual audit reports

**IT Technical Assistant** **June 2019- March 2021**

Patiala Polytechnic College, Patiala, Punjab, India

* Managed current filling and database system in order to ensure the security and easy accessibility of data
* Developed procedures for logging, reporting, and statistically monitoring PC performance
* Assisted development and implementation of new computer projects and new hardware installations
* Interpreted long-term strategies and assisted in capacity planning for meeting future computer hardware needs
* Aided in the development of college continuity and disaster recovery plans, maintained current knowledge of plan executables, and responded to the crisis in accordance with college continuity and disaster recovery plans.

**Sales Associate** **January 2022- March 2024**

7-Eleven Canada Inc.

* Contributed to team's daily sales goals and introduced new ways to escalate sales by understanding the customer needs, offering discounts, and monitoring the trends
* Monitored inventory levels, stocked the shelves to fulfill customer needs, and ordered products in advance to meet the demand
* Maintained the orderliness of the sales floor by creating a positive environment for the co-workers and the customers
* Handled and balanced daily cash
* Stamped and marked prices on merchandise

**Achievements**

* Diagnosed bugs and loopholes in the college database management system, during the final year’s internal training at college, with the help of Bug Herd and Mantis bug tracking software, it assisted the IT department to fixing the bugs and preventing the college data from data breach
* Developed a prototype model of Line Following Robot during industrial training, with the use of Arduino board and IR sensors, which was later used by Amazon in its warehouses to improve its parcel packing and delivering efficiency
* Introduced a biometric-based pre-programmed attendance system, with the use of a fingerprint scanner, that automatically punched in and punched out the timings of employees at Patiala Polytechnic by scanning their fingerprints. It helped to eliminate the work of physical record maintenance; therefore, decreasing the monthly expenses
* Increased sales at 7-Eleven by implementing the technological skills and techniques from the previous work experience. 7-Eleven being a convenience store, we started focusing on the quality along with the quantity which helped leverage the sales

**Education**

**Applied Business Analysis** **2021- 2022**

University of Manitoba

**Bachelor of Technology (Information Technology) 2015-2019**

Guru Nanak Dev Engineering College, Ludhiana, Punjab, India

**Volunteering Experience**

**Assistant August 2020- October 2021**

Khalsa Aid International

* Kerala Floods Relief (August 2021)
* Rescued approximately 1,000 people in 4 days from flood-affected areas in Kerala, India; and provided first-aid to them
* Fed 15,000 people with hot meals on a daily basis
* Packed and distributed essential day packs including toothbrushes, toothpaste, soap, sanitary towels, tarpaulin sheets, mosquito nets, medical kits, and clothing
* Served farmers with daily amenities such as food, clothing, etc during their protest against the Indian government at Delhi borders, the finances were arranged by donors throughout the globe

**Fundraiser May 2017- present**

We Do Not Accept Money or Things, Ludhiana, Punjab, India

* Raised funds for the patients who were unable to bear the expense of their treatment for any disease
* Assisted physically challenged patients in their daily activities

**Interests**

* Playing outdoor sports
* Reading books
* Coding
* Exploring new technologies
* Detecting glitches in the applications

**Relevant Training**

**Database Management January 2020- March 2020**

CCIT Ludhiana, Punjab, India

**Automation and Robotics October 2017- November 2017**

Numitech Solutions Ludhiana, Punjab, India