**SATVEER KAUR DHILLON**

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My Portfolio Link **:** https://satve.github.io/My-Portfolio-Page/

**OBJECTIVE**

To obtain a position where I will be able to utilize my strong skills set to further develop my workplace Marketability for personal and professional growth.

**PERSONAL PROFILE**

Demonstrated leadership skills that I have gained through school, work and volunteer experiences. A quick learner and eager to gather knowledge that will enhance my skills.

**SKILLS**

• **Language**- Excellent Fluency In English, Hindi and Punjabi language.

• **Computer literacy**- Proficient in a wide variety of applications including Microsoft processor.

• **Interpersonal and communication skills-** Excellent listening skills; follow instructions and enjoy workplace well as a part of team and interacting professionally with co-workers.

• **Teamwork**- Ability to build positive relations with clients and teammates.

• **Other**- Enjoy the challenges of meeting deadlines and targets. Demonstrated sensitivity and awareness to other people and cultures.

**EDUCATION**

**Grade twelve** Economic, Mathematics April 2011- April 2012

(DCM international school)

**Bachelor of Business Administration** BBA July 2012- June 2015

( Gurukul institute of Professional Studies)

**English language program** ELC May 2017- August 2017

(University of Manitoba, Winnipeg)

**Software Developer** SD Pursuing

(Manitoba Institute Of Trade And Technology, Winnipeg)

**WORK EXPERIENCE**

**Crew Member November 2017- Present**

*1186 Main Street McDonald’s, Winnipeg*

* Good customer service while taking orders and handling money. Connecting well with the customers, giving them the best care of what they need. Able to cope with different people and solving problems. Adaptable to pressure, responsible, organized and hardworking. Friendly, courteous and enthusiastic. Clear communication skills. Practiced cleanliness. Able to collaborate and work well in a teamwork.

**Customer Service representative April 2016- September 2016**

*Dhoda Sweets, India*

* Took orders and provided detailed information regarding various products and recommended the best option in customer's preferences. Loaded, Transported and delivered products to Customers. Assisted with baking regularly. Maintained a clean environment by mopping and sweeping floors, taking out garbage/ recycling as well as other cleaning tasks.

**Customer Service representative July 2015- March 2016**

*Easy Day, Punjab*

* Served Customers and guided them to desired products. Greeted Customers and responded to their inquiries in friendly manner. Neatly stocked products on shelves and placed them on their proper position. Operated a cash register and receive cash, debit from customers.

**Reference Available Upon Request**