

# HARPREET KAUR

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## SUMMARY

*Driven and focused individual with an interest for delivering exceptional experiences. Seeking a role in a dynamic environment where I can utilize attention to detail, and dedication to providing outstanding service to contribute to the success of organization*

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## EDUCATION

### **Northern Alberta institute of technology | 2025-2027 expected**

#### **Business Administration (Management)**

- Relevant Coursework: Principles of management, financial accounting, Marketing fundamentals, Business communication, Organizational behaviour, Business law and ethics, etc

## EXPERIENCE

### **SUBWAY, Amritsar, India | 2022-2023**

#### **Crew member**

- Fast paced environment experience.
- Prepared and assembled food with 99% accuracy, ensuring efficient service deliver.
- Maintained a clean and organized work area, achieving a 100% compliance rate with food safety and hygiene standards.
- Follow standardized recipes and portion sizes to maintain consistency.

## VOLUNTEER WORK

### **DAV International School | Amritsar, India**

#### **Exhibition event coordinator**

- Assisted in planning and setting up exhibition skills, ensuring proper organizational & presentation
- Welcomed and guided visitors, providing information about exhibits and answering queries.
- Coordinated with team members to manage schedules, materials, and logistics.

## SKILLS

- Proficient in microsoft office
  - Consistency
  - Transaction processing
  - Cash handling
  - Cleanliness standard
  - Safety procedures
  - Team collaboration
  - Attention to detail
  - Accuracy
  - Friendly attitude
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