

# HARPREET KAUR

AVAILABILITY : Thursday - Sunday (FULL DAY)  
Monday and Wednesday (EVENINGS )  
Tuesday (MORNING)

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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*

**Phone:**  
(825) 888-4416

**Email:**  
snehaharpreet06@gmail.com

**Address:** 1940 160 St SW,  
Edmonton, Alberta, T6W 4X6

## 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

### V2 Fashion, Amritsar, India | 2023 - 2024

#### Sales associate

- Assisted customers with product selection and sizing.
- Maintained clean, organized sales floor.
- Handled cash and card transactions.
- Restocked shelves and managed inventory.
- Met sales goals and promoted store promotions.
- Provided fitting room support.

### Vishal electronics, Amritsar, India | 2022-2023

#### Cashier

- Handled cash, debit, and credit transactions.
- Provided friendly customer service.
- Processed returns and exchanges.
- Kept checkout area clean and organized.
- Assisted with restocking front-end items.
- Helped train new cashiers.

## 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