

HIMANSHI

307, 610 Calahoo road

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ABOUT ME

I am a highly motivated and ambitious customer service provider. Skilled at loss prevention, recordkeeping, and team leadership. Always working to boost customer satisfaction.

EXPERIENCE

IT EXECUTIVE
V6 TECHNOLOGY PRIVATE LTD

JUNE 2022 – OCTOBER 2023

- Providing technical support
- Installing and upgrading software
- Writing programs
- Analyzing systems
- Troubleshooting computer issues

EDUCATION

BACHELOR OF MATHEMATICS (HONORS)
PUNJABI UNIVERSITY
MAY 2022

**PROJECT MANAGEMENT AND
PROFESSIONAL COMMUNICATION**
MACEWAN UNIVERSITY
CURRENTLY STUDYING

SKILLS

- Problem solving
- Flexibility
- Communication
- Enthusiastic
- Ethical
- Collaboration

TECHNICAL SKILLS

MS Excel, PowerPoint, MS Word, Computer programming using C and C++, Data structure, Computer system architecture, Computer graphics.

ACTIVITIES

As I am pursuing a certification in project management and professional communication, I can greet the customers well in a professional manner. Moreover, I can manage my tasks efficiently. I believe in EDI- Equity, Diversity, and Inclusion. I can adapt easily to a new environment, and I am a quick learner.