

Harpreet Kaur
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Summary

- I am an analytical person with interpersonal skills and capable of communicating effectively. I can work both in a team and independently. I'm a highly organized, committed, and motivated **Receptionist & Customer Services, Salesperson & Cashier, Restaurant Team Member** with exceptional decision- making skills. I'm a self-starter with professional manner, energetic, critical thinker, listen attentively, communicate persuasively, and follow through diligently. Other strengths include punctuality and honesty.

Education

- Pursuing Post Graduation Diploma (Full Stack Web Development & Professional Communication at MACEWAN UNIVERSITY, Edmonton, Canada)
- Master of Science (Computer Science) GNDU, Amritsar, India (2017-2019)
- Bachelor of Science (Computer Science) GNDU, Amritsar, India (2014-2017)

Work Experience

Travel Tip, Amritsar, Punjab, India (January 2023 to July 2024)

Receptionist & Customer Services: -

- Receiving and making calls.
- Managing and updating all customer's records
- Attending customer and giving them all necessary information.
- Resolving issues and handling customer's complaints.
- Collecting customer feedback.
- Daily send work report to Manager.

- MS (Word, Excel, PowerPoint)

Step & See , Amritsar, Punjab, India (November 2021 to December 2022)

Salesperson & Cashier

- Guiding the buyers in buying the goods they want.
- Assists customers when they enter the store and helps them find a product best suited for them
- Reporting & organizing.
- Scanning goods and ensuring pricing is accurate
- Collection of credit information
- Collecting payments whether in cash or credit

Family Restaurant, Amritsar, Punjab, India (August 2019 to October 2021)

Restaurant Team Member

- Greet customers and take orders
- Serve food and beverages
- Answer customer questions about menu items
- Maintain cleanliness of restaurant and work areas
- Collecting payments whether in cash or credit

Skills

- Time Management & Problem-Solving
- Excellent Typing Skills
- Knowledge of Microsoft (Word, Excel and Power Point)

Languages

- English, Punjabi, Hindi

