

# Manjot Kaur

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## Profile of Skills

### *Technical Skills:*

- Proficient in Microsoft 360
- Great Computer Knowledge
- Familiarity with POS system

### *Soft Skills:*

- Interpersonal communication skills
- Multitasking
- Leadership and Teamwork
- Conflict Resolution
- Calm and efficient under pressure
- Punctual

## Experience

Fine Food Kitchen (Amritsar, India) – *Food counter attendant/ Hostess*

AUGUST 2022 – NOVEMBER 2023

- I've been working the food counter, greeting customers, taking orders, and preparing delicious meals like sandwiches, salads, and drinks.
- I'm all about giving customers a warm welcome and making sure they leave happy.
- While working as food court attendant, I Handled cash transactions and maintained cleanliness and organization in the food court area.
- I've also worked as a hostess, where I've juggled phone calls, managed reservations, and kept everything running smoothly up front. It's been a blast chatting with customers, handing out menus, and making sure everyone feels right at home.

## Education

Norquest College (Edmonton, Alberta)

Diploma in Machine Learning – Computing/ IT field

JANUARY 2024 – till DECEMBER 2025

## Availability

(Flexible: Either Part time or Full time)

Wednesday, Friday, Saturday, Sunday – 12:00am to 12:00am

Tuesday – 12:00am to 2:00pm OR 7:00pm to 12:00am

Monday, Thursday – 6:00pm to 12:00am