

Navneet Kaur

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Hardworking Business Management student with organizational, multi-tasking skills seeking to utilize my knowledge and skills for the growth and development of the organization.

SKILL SUMMARY:

- Meticulous and organized; excellent ability to perform duties and responsibilities precisely and diligently according to instructions.
- Excellent oral and written communication skills.
- Well – developed listening skills, ability to communicate well with others.
- Have ability to work under pressure and remain focused during constant interruptions.
- Ability to work on own utilizing diplomacy and problem-solving skills.

EDUCATION:

2021-2023 - +2 Grade, DC Model Intl School, Punjab, India in commerce stream with 93%(A1) positional grade.

studied the subjects in commerce which helped me to have a high competency in problem-solving and analytical skills.

WORK EXPERIENCE:

CUSTOMER SERVICE, ZARA OUTLET (MALL OF AMRITSAR)

- Acknowledged and resolved customer complaints.

- Responded promptly to customer queries.
- Communicated with customers, processing orders and requests.
- Ensure customer satisfaction and provide professional customer support.

FRONT DESK ASSOCIATE – FITNESS GYM

- Responding to customer enquiries and requests.
- Helping customers register for department services.
- Verifying payment and update client information.
- Assist with filing and other administrative duties as needed.

LINGUISTIC CAPABILITIES:

- **PUNJABI**
NATIVE
- **HINDI**
FLUENT
- **ENGLISH**
FLUENT

AVAILABILITY

- Available for work from Monday to Thursday with a flexible schedule.