

SIMPREET KAUR

Mississauga, Ontario[L4T 2B9]

+1(905)7815708 simjawandha04@gmail.com

- Communication skills – Fluent in English, Hindi and Punjabi languages
- Flexibility at work-great at working outdoors and indoors
- Teamwork- Excellent team player with focus on collaboration, team building and customer relations
- Additional skills: punctuality, adaptability, and positive attitude
- Multitasking and problem-solving abilities in a fast-paced environment
- Always willing to learn new things to expand my horizon

EDUCATION

High School Education: Guru Teg Bahadur Public School, Bardwal (Dhuri)

Graduate in +2 Science

Passing Year:2021

Seneca International Academy, Markham Campus, ON

Computer Programming

05/2022 to present

WORK EXPERIENCE

Instructor

At Achiever's Hub

Dhuri, India

- Handled new admissions and queries related to IELTS
- Instructed students, teaching all four modules
- Kept the record of fees
- Provided friendly environment to students
- Encouraging participation

Cashier

At Indian Frootland and Canadian Ornaments

- Provided Customers with information about special deals and offers.
- Effectively handled work during rush hours while maintaining good customer service.
- Kept the record of the total purchases made in a day

Having a good command over MS Word, MS PowerPoint, and MS Excel (3 months certification).

VOLUNTEER

Used to teach students who could not afford to pay tuition fees during my Senior Secondary Education.

Helped in organizing events at a local Sikh Temple like food distribution.