

SOPHIYA GURUNG

SKILLS SUMMARY

- Good communication Skills (Multilingual)- Fluent in English, Hindi, and Nepali.
- Teamwork- Excellent team player with focus on collaboration, team building and customer relations.
- Money Math Skills- Responsible for handling cash at Point of Sales (POS) and Telephone Orders.
- Additional Skills- Quick learner, detailed oriented, Responsible, Good presentation skills, Punctual, Honest, Positive attitude, Ability to work in a multicultural environment.
- Excellent at using Computer skills like Microsoft Office (Word, PowerPoint, Excel).
- Able to move up to 50lbs and remain in a stationary or standing position for entire shifts.

EDUCATION

- Currently studying at Centennial College, Progress Campus.
- Completed high school from New Horizon College, Nepal.

EXPERIENCE

Freight Associate

The Home Depot, Wicksteed Avenue, Toronto.

April 2023 - Current

- Shown commitment to learn and apply The Home Depot’s Business and People Leadership principles while working.
- Facilitated enthusiastic approach to taking on new opportunities and challenges.
- Ability to collaborate fluently with cross-functional partners.
- Skills to set clear objectives with an emphasis on accountability while striving to reach the highest potential.
- Excellent working with Warehouse Management systems.
- Commitment to quality and investing in results that add value and drive the business.
- A sense of urgency executing job responsibilities, prioritizing urgent and important work.
- An understanding and a passion for the industry.
- Taking accountability to stock shelves, set up displays, and ensured that store looks well-presented.
- Assessed the overall presentation of merchandise and appearance of the store noting deficiencies for correct action and executes merchandising display changes where required.

Warehouse Associate (Overnight)

Fleet Optics Inc, North York, Canada.

October 2022 – April 2023

- Ability in lifting to 50lbs repetitively.
- Self-motivated to drive completion of tasks quickly.
- Ability to assist others to achieve production results.
- Ensured that defective merchandise is taken care of.
- Excellent decision-making ability and problem-solving skills.
- Ability to stock and lift.
- Ability to do staging, sorting, and scanning accurately.
- Excellent organizing skills on the floor.

AVAILABILITY:

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|--------------|---------|----------------------|
| ➤ Monday: | Anytime | *Open to night shift |
| ➤ Tuesday: | Anytime | *Open to night shift |
| ➤ Wednesday: | Anytime | *Open to night shift |
| ➤ Thursday: | Anytime | *Open to night shift |
| ➤ Friday: | Anytime | *Open to night shift |
| ➤ Saturday: | Anytime | *Open to night shift |
| ➤ Sunday: | Anytime | *Open to night shift |

