

Harjit Sunar
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Objective:

To work with perseverance, measuring up to the expectation of the organization and achieving the best. Interested in working in a team, there by continuously growing and contributing to the objectives of the organization that offers challenging and creative opportunities.

HIGHLIGHTS OF EDUCATION:

- Excellent organizational, time management and teamwork skills
- Flexible: can adapt well to changing workplace demands
- Good verbal and written communication skills.
- Hard working and quick learner

EDUCATION AND TRAINING:

- **Master of Business Administration** **Expected 2026**

University Canada West, Vancouver, British Columbia

Program Highlights:

- Respond strategically to business challenges and opportunities
- Demonstrate effective skills to collaborate with diverse with diverse group of people
- Gather analyze and synthesize information for a business context

- **Bachelor of Commerce** **2018-2021**

Guru Nanak Dev University, India

Program Highlights:

- Professional and Academic Excellence
- Effective Communication

- Critical Thinking

Work Experience:**Next Diamond**

Position: Assistant Administrative

(2022-2023)

- Performing office duties, maintaining records and management database system.
- Managed daily accounting support tasks including invoicing, expense reporting, and vendor relations ensuring a smooth cash-flow process and on-time payments.
- Reduced quarterly document-retrieval time by 20% by implementing a digital filing system for contracts, receipts, and client records.
- Dealing with routine business operations of the company.

Cashier Petro Canada (Present)

- Managed high-volume fuel and retail transactions, consistently processing 150+ customer purchases per shift with zero cash discrepancies and 100% till accuracy.
- Delivered friendly, efficient service in a fast-paced convenience retail environment.