

SUNCHIT SINGH

65 Godstone Rd. North York, ON M2J 3C8 | +1 (647) 866-5925 | sunchit333@gmail.com

PROFESSIONAL SKILLS

Customer Service Event Management
Sales Management Data Entry

TECHNICAL SKILLS

Microsoft Office Data Analysis
HTML/CSS MySQL

PERSONAL SKILLS

Problem Solving Teamwork
Communication Leadership

EDUCATION

College Advanced Diploma 2022 – Present
Seneca College, Toronto, ON

Currently pursuing Advanced Diploma in Computer Programming & Analysis

High School Diploma 2018 – 2021

Spring Dale Senior School, Amritsar, Punjab

12th Standard CGPA – 93.8% (Physics, Chemistry, Mathematics, English)

10th Standard CGPA – 95.6%

WORK EXPERIENCE

Event Planner August 2021 – April 2022

Gaming Point

- Planned and coordinated multiple sport events targeting various age groups
- Organized tournaments with 50+ participants and audience count of more than 100 per event
- Events led to increase in new players and members at the academy by more than 40

Retail Assistant September 2021 – March 2022

Pleasureea

- Arranged products on display ensuring the presentability and cleanliness
- Served customers and resolved their enquiries and complaints
- Displayed excellent salesmanship which led to a 20% revenue increase
- Processed sales transactions

AVAILABILITY

Flexible Part-Time (20 Hours/Week)

Monday – Evening

Thursday – Full Day

Tuesday – N/A

Friday – N/A

Wednesday – Evening

Saturday & Sunday – Full Days