


# Tanvir Singh Kahlon (He/Him)

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 tanvirkahlon

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## EDUCATION

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| <ul style="list-style-type: none"><li>• <b>University of Victoria</b><br/><i>Bachelor of Software Engineering</i><br/><i>Currently in 2nd Year</i></li></ul> | <p>Victoria, British Columbia<br/><i>January 2021 - Present</i></p> |
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## COMPETENCIES AND SKILLS

- **Experience in Coordinating Meetings and Conferences:**
  - Demonstrated solid management attributes while organising the AS Model United Nations for Styra Foundation in 2019
  - Represented University of Victoria for Canadian Engineering Leadership Conference, 2023 in Calgary and learned several aspects of event management and crisis handling
- **Supervisory Experience:**
  - Supervised a team of four people while working as the accountant for Saffron Windows, a furnishing company.
  - Developed competency in leadership and team work through supervising the schedule management at Identify Physics, an Ed-Tech corporation.
- **Strong Interpersonal and Customer Service Skills:**
  - Demonstrates exceptional interpersonal finesse through effective communication and collaborative teamwork, fostering positive relationships and cohesive group dynamics.
- **Attention to Detail and Problem-Solving Abilities:**
  - Proven ability to work effectively in a team environment, with a strong track record of collaboration and teamwork.
  - Skilled at building strong relationships and fostering open communication to achieve common goals.

## WORK EXPERIENCE

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| <ul style="list-style-type: none"><li>• <b>Saffron Windows</b><br/><i>Bookkeeper</i></li></ul> <p>Proficient Bookkeeper with meticulous attention to detail, adeptly managing financial transactions, reconciliations, and report generation. Skillfully maintaining accurate records to ensure optimal fiscal oversight and regulatory compliance.</p>        | <p>Langford, British Columbia<br/><i>April 2022 - Present</i></p>        |
| <ul style="list-style-type: none"><li>• <b>H&amp;M Canada</b><br/><i>Sales Advisor</i></li></ul> <p>Provided support and leveraged trend expertise to provide exceptional customer styling guidance and enhancing shopping experiences</p>   | <p>Victoria, British Columbia<br/><i>April 2022 - September 2022</i></p> |
| <ul style="list-style-type: none"><li>• <b>Styra Foundation</b><br/><i>Head Advisor</i></li></ul> <p>Experienced Head Advisor for Model United Nations, adeptly guiding and mentoring delegates in honing their diplomacy, research, and negotiation skills, while orchestrating impactful simulations that foster global awareness and critical thinking.</p> | <p>Jalandhar, India<br/><i>April 2017 - April 2019</i></p>               |
| <ul style="list-style-type: none"><li>• <b>Identify Physics</b><br/><i>Schedule Coordinator</i></li></ul> <p>Efficiently coordinated and optimized schedules for Identify Physics, ensuring seamless integration of educational content delivery, while maintaining a strong commitment to organization and precision</p>                                      | <p>Chandigarh, India<br/><i>January 2018 - April 2020</i></p>            |

## HONORS AND AWARDS

- Awarded certification for Community Advocacy for Marginalised Communities by Naz Foundation, 2020
- Dr. Styra Paul Award for Human Values Recipient, 2019