



# Tarandeep Kaur

## Enrolment Services Assistant

Dedicated and highly approachable Computer Programming student with a GPA of 3.8 in the first term, offering strong office administration experience and a genuine enthusiasm for assisting students and colleagues. Eager to contribute my organizational, communication, and problem-solving skills as an Enrolment Services Assistant at Seneca College's SIA Campus.

## Contact

### Phone

226-232-6603

### Email

kaurtaran0913@gmail.com

### Network

<https://www.linkedin.com/in/tarandeep-kaur-3b9b4527a>

## Education

2023 - pursuing

**Diploma in Computer Programming**  
Seneca International Academy

2020-2022

**High School Diploma**  
Holy Heart Sen. Sec. Convent School

## Availability

Available to work up to 24 hours per week. Flexible availability as required.

## Languages

English - Advanced

Hindi - Advanced

Punjabi - Mother Tongue

## Experience

### ○ Jun 2022 - April 2023

Gandhisir.com Immigration Consultants

#### Office Administrator (First point of Contact)

- Served as the first point of contact for all incoming calls, emails, and inquiries, providing excellent customer service.
- Supported administrative tasks, managed office supplies, and ensured smooth daily operations.
- Assisted in creating and editing documents, spreadsheets, and presentations.
- Handled incoming calls, emails, and inquiries, providing excellent customer service.
- Collaborated with team members to enhance office efficiency and organization.
- Demonstrated effective time management and prioritization of tasks.

## Skills

- Strong written and oral communication skills
- Exceptional customer service orientation
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent problem-solving abilities
- Fast-paced learner with a high level of adaptability
- Detail-oriented and highly organized
- Proficient in Salesforce usage and management

## Reference

### Mr. Sukhdev Gandhi

Head & Owner, Gandhisir.com Immigration Consultants

Phone: 9888666250 (India)

Website: [www.gandhisir.com](http://www.gandhisir.com)



### Experience Certification and Statement of Recommendation

It is certified that Tarandeep Kaur (DOB – 13 Sep 2004) has worked with Gandhisir.com (IELTS | PTE | Visa) as an Office Administrator from June 1, 2022 to April 10, 2023, and I can confidently state that she has been an exceptional employee during her tenure with us.

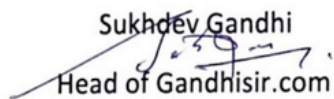
As the Head of Gandhisir.com, I had the pleasure of witnessing Kaur's exemplary performance in her role as an Office Administrator. She demonstrated exceptional organizational skills in managing our day-to-day operations, including scheduling appointments, managing emails, and maintaining records. Kaur's attention to detail and ability to multitask allowed her to ensure that all tasks were completed efficiently and with accuracy.

She also played a vital role in our customer satisfaction initiatives. She is highly skilled in dealing with customers and ensured that their queries and concerns were addressed promptly and satisfactorily. Her friendly demeanor and willingness to go above and beyond, made our customers feel valued and appreciated.

Moreover, Kaur's communication skills and collaborative approach contributed significantly to the development and implementation of new policies and procedures.

I highly recommend Tarandeep Kaur for any position similar to or related to office administration. Her exceptional performance, dedication, and positive attitude make her a valuable addition to any organization.

Sincerely,

Sukhdev Gandhi  
  
Head of Gandhisir.com  
(IELTS | PTE | VISA)

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