



SUMMARY

Friendly, organized, and diligent College Student looking for a part-time position. I am eager to leverage my academic achievements, passion for learning, and strong work ethic to help deliver results in a collaborative and structured work environment.

EDUCATION

Bow Valley College Software
Development Diploma 2023– 2025

**Government Senior Secondary
School, Phagwara** High School
Diploma 2020 – 2022

CERTIFICATIONS

- **Digitech Institution:**
Programming Certificate
- **HubSpot Academy:** Digital
Marketing Certificate

SKILLS

- **Multi-lingual:** English, Punjabi, Hindi
- **IT Skills:**
 - Proficient with Microsoft Suite (Word, Excel, PowerPoint)
 - Canva, HTML, CSS, JavaScript, C, C++
- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to manage multiple tasks

WORK EXPERIENCE

Sales Associate

Watch Station International | Oct 2023 – Till date

- Demonstrated ability to drive sales and exceed targets by effective communication and customer relationship building.
- Proficient in product knowledge, inventory management, and providing exceptional customer service.

Marketing Assistant

Hamayat Studios | May 2023 – Aug 2023

- Assisted the marketing manager with developing and creating a QR menu system for locally based restaurants.
- Managing social media platforms for local clients and creating interactive posts to boost social media presence.

Grocery Stocker

Reliance Smart Point | Jun 2022 - Dec 2022

- Provided exceptional customer service by assisting shoppers with product inquiries, helping to maintain high customer satisfaction
- Conducted regular quality checks on products, identifying and removing expired or damaged items, ensuring a clean and safe shopping environment.
- Assisted with maintaining product inventory by managing stock, and ordering low stock items.

EXTRACURRICULAR

School Basketball Team

St. Joseph Convent School | March 2018 - 2020

- Balanced after school practice and competition schedules with academics
- Provided feedback to teammates and helped create new practice exercises to benefit team chemistry