YUVRAJ SINGH

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**EDUCATION:**

Seneca College of Applied Arts And Technology, North York, ON

Computer Programming Analysis (3 Year Adv Diploma), Expected in 12/2024

**PROFESSIONAL SUMMARY:**

* Proven leadership, teamwork and communication abilities within a multicultural

community developed through volunteer experience and extracurricular activities.

* Demonstrate calm and efficient manner when dealing with emergency and stressful

situations; able to quickly assess situations and respond with appropriate decisions.

* Committed to professional development to enhance skills and promote continuous

learning.

* A candidate who is reliable and organised excels at juggling many obligations, willing to take on extra duties to achieve team goals.

**SKILLS:**

**• MS Office • Team Collaboration • Verbal and Written Communication**

**• Mental Arithmetic and numeracy skills • Customer Service • Inventory Stocking**

**• Stocking and Replenishing • Inventory Tracking and Storage**

**WORK HISTORY:**

**SECURITY GUARD 08/2022 to Current**

**Paladin Security**

**• Greeted guests professionally and courteously to cultivate a welcoming atmosphere while**

**making safety top priority.**

**• Patrolled and monitored the BC Centre in Downtown**

**• Secured premises and personnel by patrolling property and monitoring surveillance**

**equipment.**

**• Checked identification of persons entering and exiting the facility to eliminate unauthorized visitors.**

**• Responded quickly to emergency situations to assess and deflect issues.**

**• Drafted reports of property damage, theft, accidents and unusual occurrences to**

**document daily activities and irregularities.**

**PREP COOK** 05/2022 to 08/2022

**Toronto BBQ and beer**

**• Maintained clean, hygienic kitchen workspace by sweeping, mopping and taking out**

**The trash.**

**• Set up and prepared cooking supplies and workstations during opening and closing to maximize productivity.**

**•Washed, peeled and cut fruits and vegetables in advance to save time on food**

**preparation.**

**• Preserved freshness of food by storing food in designated containers and storage areas within the freezer or refrigerator.**

**• Contributed to consistent customer satisfaction rating by producing high-quality food and providing timely service.**

**FRONT DESK RECEPTIONIST** 08/2021 to 12/2021

**Sony India, Chandigarh, India**

**• Greeted guests at the front desk and engaged in pleasant conversations while managing**

**The check-in process.**

**• Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.**

**• Resolved customer issues quickly and notified supervisor immediately when problems escalated.**

**• Maintained files and records by implementing effective filing systems that boosted**

**efficiency and organization.**

**• Transcribed phone messages and relayed them to appropriate personnel.**