**SUMANDEEP KAUR Cell: 778-551-0430**

**Email: ksumandeep097@gmail.com**

**Summary of Skills**

* Excellent communication, listening and interpersonal skills
* Compassionate, professional approach to service-oriented work with the ability to deal with the public in high pressure situations
* Takes pride in achieving the best possible results; strongly motivated to work with others
* Recognizes problems and effectively contributes to their resolution by being creative and resourceful
* Extremely well organized; manages time and stress effectively

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**Education & Awards**

***Hanson International Academy*** Finished Tourism Diploma Program in Dec 2019.

**Faculty of Science and Horticulture** *May 2017-Sep 2017*

Kwantlen Polytechnic University, Surrey, BC

**Diploma in Computer Programming** June 2014-June 2015

Maharishi Markanda Educational Training Society

**High School Certificate** April 2013- March 2014

Govt. Girls Secondary School, Mansa, Punjab, India

**Work Experience**

* **Tim Horton**  Dec 2018- Current (Full Time)
* **Fluxwerx Illumination Inc** Oct2018- Dec2018
* **Amazon Fulfilment centre (Delta)** Jul2018- Sep2018
* **Cashier and server (Guildford Mall)** Sep2017-May2018
* **CLS catering services (Sea Island)** May2017-Aug2017
* **Customer Service Representative (Metro, Bathinda, Punjab)** Aug2015-Jan2016

**Additional Skills**

* Interest - Reading, networking and travelling
* Languages – Fluent in English, Hindi, Punjabi
* Computer skills - Internet navigation/searching skills, Microsoft Word, Excel, PowerPoint

**References Available Upon Request**