**Manveer Singh**

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V1X7M5

**OBJECTIVE**

Looking for work in the area of customer service where I can unleash my true potential and develop as an individual. I am a very hard working guy with excellent communication abilities and am very eager to hone new skills. I have been working in customer service positions since long which has given me burgeoning experience to serve customers to the best of my ability.

**Skills and Qualifications**

*Customer Service*

* Excellent ability to build positive conversations with customers
* Very friendly, outgoing, and motivated
* Worked as a team member, solving problems and sharing success
* Works well in a fast paced environment

*Communication Skills*

* Excellent verbal and written skills
* Kept deadlines with reports
* Strong command of the English language
* Superb in group environments

*Technology*

* Very familiar with computer applications and troubleshooting
* Microsoft Office programs such as Word, Excel, PowerPoint
* Always learning and very knowledgeable about new technology
* Comfortable learning new processes and procedures

**Work History**

* General labour
* Dish washer
* Cleaner

**Education and Training**

* **Doing business** management program in CNC college of New Caledonia.
* **Completed senior secondary 57% marks. (2017)**

**Work Experience**

* Working as a janitor at alpine
* Volunteer at CN center
* Work at book depot in India (8 months)
* 7 Eleven
* PRT Red Rock Nursery

**PERSONAL DOSSIER**

**Date of Birth :** 30th September, 1998

**Linguistic Skills :** English, Punjabi and Hindi

**References Available Upon Request**