

NEHMAT SANGHERA

Email :nehmat21@gmail.com

Phone : 604 537 5780

Location : Surrey, BC

SKILLS :

- Customer Service Excellence
- Inventory Management
- Strong Communication Skills
- Problem – Solving
- Detail Oriented
- Quick Learner
- Adaptability and Reliability
- Multilingual
- POS Payment Processing

LANGUAGE

- English
- Punjabi
- Hindi

SUMMARY :

Enthusiastic, professional, and hardworking individual with 10+ years of customer service expertise. Proficient in MS Word, Excel, PowerPoint, Email, and Internet. Known for strong customer service skills, organization, and superior interpersonal communication. A quick learner with a knack for problem-solving

EXPERIENCE:

Registered Clerk

FOOD BANK, Surrey, BC

April 2022

- Provide exceptional customer service to diverse clients accessing food bank services.
- Efficiently manage inventory, ensuring the availability of necessary supplies.
- Maintain accurate records and confidential information in compliance with established procedures.

Retail Sales Associate

URBAN BEHAVIOR, Surrey, BC

2018 - 2020

- Assisted customers in finding and selecting fashion items and promoting sales.
- Maintained visual merchandising to enhance the store's appeal.
- Processed transactions and resolved customer inquiries with professionalism.

Visual Merchandise / Key Holder

SEARS CANADA, Surrey, BC

2017 - 2018

- Created eye-catching product displays to attract customers and drive sales.
- Managed and supervised store keys and security procedures.
- Assisted in inventory management and replenishment of stock.

ADDITIONAL SKILLS:

- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Adobe Photoshop
- Google Docs

Retail Sales Associate

HUDSON'S BAY, Surrey, BC

2016

- Provided excellent service to customers, assisting them in product selection.
- Participated in sales promotions and contributed to sales targets.
- Operated cash registers and handled customer transactions.

Stock Associate

PAYLESS Shoe Source, Surrey, BC

2013

- Managed stock levels, restocking merchandise to ensure product availability.
- Assisted in organizing the stockroom for efficient inventory management.

EDUCATION :

High School Diploma

Enver Creek Secondary School, Surrey, BC

June 2008

Pharmacy Assistant Diploma

Vancouver Career College, Surrey, BC,

September 2020

Hospitality Digital Program

Western Community College