KAWALJIT KAUR

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 **INTRODUCTION**

 To obtain a creative and challenging positive in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical innovative and logical skills.

I believe I have all personal qualities that you require. I am highly motivated and hard working and I am confident that my high level of skills as well as work experience will Enable me the opportunity for an interview.

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**EDUCATION**

* Matriculation from Shri Guru Harkrishan Public school Patti in March 2008.
* Senior Secondary education(12 grade) from Shri Guru Harkrishan Public School Patti in March 2010.
* Bachelor in science from Guru Nanak dev university Amritsar in April 2013.
* Bachelor in Education from shaheed Bhagat Singh college of Education Kairon in April 2014
* Masters in Botany (Hons.) from Khalsa college Amritsar in may 2016.
* Graduated from British Columbia institute of technology in Marketing management program from Vancouver in July 2020.

**RELEVANT SKILLS**

• Quick learner; adaptable and flexible; able to work accurately and make decisions under

 pressure with excellent interpersonal, organizational, and problem-solving skills; quickly

 find effective solutions.

• Punctual, reliable, self-motivated; able to take initiative; open to new challenges.

• Good oral and written communication skills; fluent in English, Hindi, and Punjabi.

**WORK EXPERIENCE :**

 **STORE ASSOCIATE (RETAIL )(2014-2015).**

•Worked at Trends store (a clothing store ) as a store associate in Mall Of Amritsar.

• Greet customers and offered assistance in finding requested products and customer retention.

 • Restocked shelves, bins and racks with latest merchandise and change signs to promote

special items.

 •Calculate price and applied discounts and collect payment to process transactions

 **SENIOR SECONDARY SCHOOL TEACHER (2016-2018)**

 **•** Worked as a Biology teacher in Dashmesh Public School Patti.

 •. Prepare administrative, supervision, grade examinations, quizzes and other assignments.

 •. Educate students on following school’s moral codes and behaviors

 **CUSTOMER SERVICE REPRESENTATIVE AND STORE SUPERVISOR(2020-2022)**

 • Worked as a customer service representative at Persia Foods (grocery Store) for 6 months and

 then promoted as store supervisor in North Vancouver

 •. Ensure compliance with all store policies and procedures.

 •. Supervise and motivate staff to ensure high levels of performance.

 •. Manage cash and credit transactions.

 •. Manage store inventory and customer inquiries.

 **ASSISTANT AT DISTRIBUTION CENTRE (2023 – 2024)**

 **•** Working as assistant and learning leader at Aritzia Distribution Centre in New Westminster.

 **•** Develop and manage learning compliance metrics and dashboards.

 • Technical expertise with share point, web development and eLearning.

 • Participate in various distribution centre’s marketing campaign projects.

 • Coordinate with packing and shipping area with the goal of 100% shipping.

 **AVAILABILITY: FULL TIME**

 **REFERENCES AVAILABLE UPON REQUEST**

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