

# Karmjeet Kaur

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## CAREER OBJECTIVES

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- Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning.
- A highly motivated and hardworking individual looking for a responsible role in a reputable organization.
- I am seeking a role in a company where I can contribute my ideas and be mentored towards a successful career.

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## EDUCATION (QUALIFICATION)

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**Northern college at Pures** | Information Systems business Analysis, Canada – **Present**

**Punjab University** | Bachelor of Science (Non-medical), India      **July2018 – June2021**

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## SPECIAL SKILLS

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- Mastery of Microsoft Office programs (Word, Excel, Power Pont)
- Excellent communication skills with a focus on team-building and customer relations.
- Outstanding organizational, multitasking and problem-solving abilities.

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## WORK EXPERIENCE

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✓ **Subway, INDIA**

**February 2023- December2023**

✓ **Subway, Brampton**

**January 2024- March 2024**

✓ **Niche Bakery, Etobicoke**

**April 2024 – July 2024**

### **Team Member**

- Prepare food neatly, accurately, and in a timely way
- Demonstrate a complete understanding of menu items and explain it to customers accurately
- Exhibit a cheerful and helpful manner when dealing with all customers
- Checks products in sandwich unit area and restock items to ensure a sufficient supply throughout the shift
- Greets customers and prepare their orders, use Point of Sale system/cash register to record the order and compute the amount of the bill, collect payment

from customers and makes change

- Understands and adhere to all quality standards, formulas and procedures as outlined in the SUBWAY® Operations Manual
- Account for all forms of money, bread, etc. during the shift

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## **OTHER CO-CURRICULUM ACTIVITIES**

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Participated and won many prizes in sports activities at school and in inter-school competitions.

### **Certification:**

- ✓ Valid G1 class license
- ✓ First aid /CPR
- ✓ Worker Health and Safety Awareness in 4 Steps