**BHUPINDERJEET SINGH**

[Bhupinderjeet333@gmail.com](mailto:Bhupinderjeet333@gmail.com) | 437-970-5899 | Brampton, ON L6P3E7

**SKILLS SUMMARY**

* *Communication skills(multilingual)*- fluent in English speaking, Hindi, and Punjabi languages
* *Teamwork-* Excellent team player with a focus on collaboration, team building, and customer service
* *Money math skills-* Responsible for handling cash at point of sales (POS) and telephone orders
* *Additional skills-* Punctuality, Adaptability, flexibility, carrying heavy-weight items, scanning, packing shipping, warehousing, multi-tasking, delegated work, and problem-solving ability in a fast-paced environment
* Experienced and trained with Microsoft Office (Word, Excel, PowerPoint)
* **LICENCES** – Certified warehouse **Forklift licence.**

**EXPERIENCE**

* **ADMINISTRATIVE ASSISTANT** SHINE CONSULTANT Amritsar, India

From July 2022- November 2022

* ***ROLES AND RESPONSIBILITIES***
* Active listening and communicating with clients by phone and email to answer questions.
* Done detail-oriented work of handling documents, data entry, and legal papers of clients.
* Providing customer service to visiting clients and dealing with inquiries
* Accomplished and achieved targets and goals of the company through improved skills.
* **INSURANCE ADVISOR** LIC corporation India- Amritsar, Punjab

From July 2019 - June 2022

* ***ROLES AND RESPONSIBILITIES***
* Respond to customer inquiries and problems to promote great service.
* Supervised assumptive sales techniques to efficiently close deals.
* Supported accounting functions by assisting with accounts receivables, Banking, and cash handling /management.
* Attention to customer needs and providing best options, upselling products, and services.
* **VOLUNTEER** (food pantry: Sikh Temple)
* Responsible for food sorting and categorizing food donations.
* Helping in food prep, cleaning, dishwashing, food distribution, and inventory management
* Providing admin support by doing data entry and event management

**EDUCATION AND TRAINING**

*STUDYING* – Seneca College I Toronto I January -2023 onwards

PG DIPLOMA-Public Relations

*GRADUATION*-Khalsa College I Amritsar I march - 2018 -2021

Bachelor of Arts [B.A] – Public Administration and Governance

**AVAILABILITY (FLEXIBLE – full-time and part-time)**

*MONDAY TO FRIDAY-* 3 PM TO OVERNIGHT \*open to night shift\*

*SATURDAY /SUNDAY-* ANYTIME DAY/NIGHT