**GURPREET KAUR**

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# EDUCATION

**MAY 2022– PRESENT**

**COMPUTER SYSTEM TECHNICIAN**

Loyalist College, ON

**The relevant course included:**

Learned how to establish websites and web pages.

Different ways to connect networks with different devices.

How to communicate well with customers & colleagues and create programs.

**HIGH SCHOOLING – GRADE 12 MARCH,2019–APRIL 2020**

SPRING FIELD CONVENT SCHOOL, INDIA

**Relevant courses included:** Specialized education in the fields of Physics, Chemistry, and Mathematics, preparing for higher levels of study.

# EXPERIENCE

# SPOKEN ENGLISH AND IELTS TRAINER, Bagha Purana, Punjab

Dream Builders Ielts Institute, November 2020- January 2022

* Enforced administration policies and rules governing students.
* Guided and counseled the student with adjustment or academic problems or special academic interests.
* Prepared and administered written, oral and performance tests and issued grades in accordance with performance.
* Attended staff meetings and served on committees, as required.
* Oriented and assessed new students according to standards and procedures.
* Taught principles, techniques and methods in basic English language skills, life skills and workforce entry skills.

**SECURITY JOB**

I have 1 year of experience as a Customer Service Representative security guard in Scotia

Plaza.

* Verified scheduled locking and unlocking of doors and physical entrances to secured buildings.
* Authorized entrance of approved personnel to secured areas and buildings.
* Greeted visitors and issued access badges and parking instructions.
* Maintained approved visitor lists for secured locations to prevent theft or unauthorized access.
* Monitored electronic camera and surveillance systems to Identify security issues.

**GENERAL LABOUR** 7 July 2022 – Currently

GIVE & GO FOOD CORPORATION, ETOBICOKE

* Picking and packing are done in a good way.
* Keep the surroundings clean.
* Cleaned up hazardous materials from worksites and safely disposed of in proper receptacles.
* Followed instructions from supervisor to perform manual labor tasks.
* Work faster on the lines according to a fast-paced environment.

**PUROLATOR, ETOBICOKE** 24 April 2022 – 3 July 2022

* Using an RF scanner
* Sorting the things
* Picking and packing the orders faster with the speed of the machines.
* Keep the area clean with our responsibility.

# SKILLS

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| --- | --- |
| **Personal Skills:**   * Excellent written and verbal communication skills. * Self-motivating & problem-solving skills * Proven leadership skills & ability to motivate others * Ability to work independently or as a part of a team * Highly organized and efficient * Adaptive and ability to work under pressure   **Technical Skills:**   * MS Office (MS Word, Excel, PowerPoint, Project) |  |

# AVAILABILITY

* Full-time (weekends & weekdays)
* Any shift, Willing for rotations