**JAGJEET SINGH**

+1(647) 978 3174| jagjeetsinghca2022@gmail.com|

Location: 28 Mellowood Ave, L6P2P2, Brampton ON

**SKILLS SUMMARY**

* *Communication Skills* (*Multilingual)* - Fluent in English, Hindi, and Punjabi languages
* *Teamwork* - Excellent team player with a focus on collaboration, team building and customer relations
* *Money Math Skills* - Responsible for handling cash at Point of Sales (POS) and Telephone orders
* *Additional skills:* Punctuality, Adaptability, Positive Attitude, ability to carry heavy-weight items
* Prioritization, Multitasking, and problem-solving abilities in a fast-paced environment
* Experienced with Microsoft Office (Word, Excel, PowerPoint) on Windows or Mac OS

**EDUCATION**

* International Business Management from Durham College, Oshawa Campus Pursuing
* BCOM from Delhi College of Arts & Commerce, University of Delhi 2012-2016

**EXPERIENCE**

**Sr. Marketing Executive** May 2017 – September 2022
Indian Graphics, Ashok Vihar, Delhi, India

* Provided positive customer experience with fair, friendly, and courteous service.
* Handled marketing collateral, designing offline and online campaigns, and creating on-ground schemes.
* Worked alongside field boys and tried to bring in more business.
* Increased customer base by 40% through referrals, networking, and cross-selling.
* Built and maintained strong client relationships.

**Admin Department**  March 2017 – May 2017

CIDP BIOTECH India Pvt Ltd. Karol Bagh, Delhi, India

* Maintained complete stock of all office supplies and accuracy of inventory.
* Answered incoming calls, determine the purpose of calls, and transferred calls.
* Welcoming visitors and directing them to the relevant office/personnel.
* Processed payments and maintained basic bookkeeping.

**Sub hub Worker** June 2016 – February 2017

Rohini, Delhi

* Adhered to proper food handling, safety, and sanitation standards during food preparation.
* Assembled salads and sandwiches as per order specifications with excellent customer service.
* Maintained sanitization by cleaning and maintaining all areas of the restaurant.

**Volunteer** (Food Pantry: Sikh Temple) December 2018 – August 2022Gurudwara Sis Ganj Sahib, Delhi, India

* Responsible for food sorting and categorizing perishable and non-perishable food donations.
* Helped in Vegetable prep, cleaning, dishwashing, and food distribution.
* Provided Admin Support by doing Data entry, mail preparation and event management.

**AVAILABILITY (Flexible - Part Time/Full Time: 20/40 Hours/Week)** 

* Monday: 6 AM to 2 PM \*Open to Night Shift\*
* Tuesday: 10 PM to Overnight \*Open to Night Shift\*
* Wednesday: 7 PM to Overnight \*Open to Night Shift\*
* Thursday: 5 PM to Overnight \*Open to Night Shift\*
* Friday: 2 PM to Overnight \*Open to Night Shift\*
* Saturday: Anytime Day/Night \*Open to Night Shift\*
* Sunday: Anytime Day/Night \*Open to Night Shift\*