**SUKHPAL SINGH**

Brampton, Ontario | sukhpalsaini5@gmail.com |

C: 1(647) 643-2111

**JOB OBJECTIVE:** Looking to work at a challenging position in an organization where I can maximize customer and employee allegiance and profitability of the organization by applying business intelligence and predictive analysis.

**HIGHLIGHTS OF QUALIFICATIONS:**

* Ability to work collaboratively in a team environment.
* In-depth expertise in using Microsoft Office (Word, Excel, Outlook, PowerPoint).
* Knowledge and experience of using Simply Accounting Software.
* Adaptable: able to work efficiently in different situations and or with different people.
* Well-developed analytical and research skills.
* Able to learn new skills quickly and with minimal supervision.
* Proven ability to manage time and perform under stress.

**Leadership Skills:**

* Demonstrated ability to motivate and lead employees.
* Proven ability to train the new employees
* Able to meet retail sales goals.
* Excellent communication skills.
* Results driven approach.
* Good organizational skills and the ability to multitask.

**Other skills:**

* Excellent written/verbal communication skills.
* Strong interpersonal skills.
* Cooperative, punctual, and responsible.

**Languages:**

* English
* Punjabi

**EDUCATION:**

1. Senior Secondary School, (2006-2018)

Board of Center Education, Delhi

2. Diploma in Computer Programming (2018-2020)

3. Business Program (2022- Expected in 2024)

St. Lawrence Alpha College, Toronto Campus

**AVAILABILITY: Full Time** (Night Shifts Preferably)