**Kamaljeet Kaur**

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**Executive Summary**

Proficient in running successful operations and business activities. Versatile, high-energy professional, successful in achieving company’s growth objectives within dynamic changing environment.

Have three-fold responsibility, which comprises of handling a team of Associates & Helping out in the normal reconciliation process.

**Profile Snapshot**

Competent professional with working experience across Back End Operations, Capital Marketing, Financial Research, Process Management, Reporting Team Management, and Quality Assurance. Demonstrated skills in preparing & working on projects and reports that involves extracting, analyzing & processing information related to current process.

**Work Experience**

* Helping senior management in Audit and co-ordinate with all the mangers.
* Taking care of on-boarding for all the new employees.
* Ensuring proper delegation of work amongst the team.
* Maintaining Weekly Dashboards, Productivity Reports and Accuracy Reports for the weekly call with the client.
* Preparing & presenting various weekly/monthly MIS reports pertaining to process and productivity.
* Worked at circle K as team lead- Mission, BC
* Worked at Dollarama as associate team lead- Mission BC

**Academic Details**

* Master’s degree- Human resources- Amity university, India
* B.Com. from Punjab university, Chandigarh
* **Relevant Skill Set**
* Strong communication skills (verbal and written)
* Ability to promptly adapt and develop expertise in new work area
* Quick learner
* Languages Known : English, Hindi & Punjabi
* Fluent with MS Office tools

*Note:* *References available upon request*