

# KUAR ,SEHAJPREET

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## OBJECTIVE

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To find best way to enhance my skills and experience with my international sound experience, acquired skillset ,qualification and certifications to fill the required position.

## SKILLS & ABILITIES

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- Executive communication skills and telephone etiquette
- Computer proficient in Microsoft applications
- Team Player and can work under pressure with minimum supervision

## WORK EXPERIENCE

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### Front Desk Executive and Cashier(Customer Service), Punjab,India

#### Duties and Responsibilities in D Mart Hypermarket:

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.
- greeting clients and setting a positive office atmosphere.
- answering the phone, taking messages and redirecting calls to respective department for delivery and other bookings.
- organizing and maintaining files and records and updating them when necessary.
- creating and maintaining updated documents and spreadsheets.

## QUALIFICATION

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- General Nursing and Midwifery From Kular College of Nursing in 2019

## COMMUNICATION AND CERTIFICATION

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- Good Command in Verbal and writing skills on English,Punjabi and Hindi Language
- Certified in Microsoft office applications and Good Typing skillset on Keyboard

## PERSONAL INFORMATION

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- Holding a Study Permit
- Gender-Female

## REFERENCE

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It can be provided by on Demand