Vishavjeet Singh

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Please accept my enclosed application for the job at your company. This resume goes into more detail about my daily job duties and achievements.

I would love to have the opportunity to join the team at your company and use my skills to create an efficient, stress –free office environment for your executives. I believe that I can meet and exceed the expectations that you have for this role.

PROFILE

* Team – player with good coordinating skills and effective at multitasking.
* Honest, trustworthy, reliable and punctual Great communication skills.
* Good at Microsoft office, Exel, PowerPoint, Word and programming language.
* Rotating stock and checking for expired products.
* Maintaining patient confidentiality and follow all practices consistent with the Privacy Act.
* Experience to use cash ,cards and able to redeem voucher.
* Able to lift 80 lbs.
* Language Proficiency: English, Hindi ,Punjabi.

EDUCATION QUALIFICATION

1) Completed Grade 12 in SDPS with 79% (2022).

2) completed Grade 10 in SDPS with 83% (2020).

3) completed certificate computer programming language c from harton(2022), c++, Java from Indian Institute of Computer Education (2023).

AVAILABLITY:

Anytime

EXPERIENCE

Worked at Hotel Raman for 10 months (2022-2023)as cashier,cooking helper, receptionist,cleaner and other moral duties.