NAME: SUKHpreet kaur Dhaliwal

*Contact Details*:

* Address :3254 Brandon gate Drive Malton (Mississauga)
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**Objective**

I am seeking for a Position for IT field which will allow me to pursue a new and challenging career.

**Key Strengths**

* Good understanding of MS excel word ,powerpoint and sending emails to clients.
* Prepare powerpoint presentations and updated excel spreadsheets for internal and external distribution and traning.
* Encouraged email and phone clients to make software-pairing .

**Relevant Skills**

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| --- | --- |
| * Able to manage difficult situations with precision
* Excellent computer knowledge including MS Word
* Outstanding written and verbal communication skills
* Willing to work on a rotating Shift
* Dedicated, loyal, disciplined and punctual with unblemished record of service
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**Licenses**

* Valid Ontario G2 license.

**Education and Training**

STUDING IN ALPHA COLLEGE ----- COMPUTER SYSTEM TECHNICIAN

 ANYTIME AND ANYDAY

**Professional Experience**

1 Acquired skills necessary for conflict resolution, emergency response and behavior analysis.

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2.Gained proficiency in situation management within overall guidelines of site orders, company policies and expectations of supervisors.

References and Transcripts are available on request