**PRABHJOT KAUR**

 **1405 Quest Circle, Mississauga, ON, L5 N8B5**

 **Phone:6476860940**

 **E-mail: Prabhkhaira783@gmail.com**

Currently looking for a job where can use my skills and give my best at my workplace available immediately.

**QUALIFICATIONS AND SKILLS**

* Excellent customer communication skills
* Can work in fast phase environment and can stand for a long time.
* Excellence in time management and organizational skills
* Team motivation and development
* Surveillance of premises

**EDUCATION**

Diploma in Business

(Canadore College, Mississauga, Ontario)

Senior Secondary education

(Vidya rattan group of polytechnic college, Punjab, India

**WORK EXPERIENCE**

**CRUMP NATURALS (MISSISSAUGA)**

**(NOVEMBER 2021 – JUNE 2022)**

* Operating machinery: Meat factory I operate machines that process, cut, or grind meat. They may also use equipment to package meat products for shipping.
* Cleaning and sanitation: To maintain hygiene and safety, I need to regularly clean the equipment and the work area. also need to follow strict sanitation protocols to prevent contamination.
* Following safety procedures: I need to wear protective gear, such as gloves and goggles, and follow safety procedures to avoid accidents and injuries while working with the machinery.
* Meeting production quotas: Meat factories have specific production targets to meet, and I need to work efficiently to meet these goals.

**LINDOTT CHOCOLATE (BRAMPTON)**

**(AUGUST 2022- SEPTEMBER 2022)**

* Cleaning and maintenance: I need to keep the factory clean and organized, including performing routine maintenance on machinery and cleaning work areas.
* Packaging: I was responsible for packaging finished products, ensuring they were properly labeled and stored.
* Quality control: I need to ensure that products meet the company's quality standards, including checking for defects or inconsistencies in the chocolate.
* Inventory management: I was responsible for managing inventory levels of raw materials and finished products and reporting any shortages or overages.
* Following safety protocols: I need to follow all safety protocols to ensure a safe work environment, including wearing appropriate protective gear and reporting any hazards or incidents.
* Following production schedules: I need to follow production schedules to ensure that products are produced on time and meet demand.

**LULULEMON WAREHOUSE (MILTON)**

**October 2022- January 2023**

As a Lululemon warehouse worker, duties include:

* Filling orders: I picked and packed products that have been ordered by customers. I was responsible for locating the products in the warehouse, checking them for quality, and then packaging them for shipping.
* Receiving products: I was receiving products that have been delivered to the warehouse, checking them for quality and quantity, and then placing them in their designated location within the warehouse.
* Solving extra clothes: I identify and resolve any issues with products that have been overstocked or mislabeled. I need to work with my supervisor to determine the best course of action for resolving these issues, whether that's returning the products to the vendor or finding a new place for them in the warehouse.

**LICENCE AND CERTIFICATION**

* Valid G2
* Security License
* First Aid Certification
* Dispatch Certificate