

# SIMRANJEET KAUR

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610 COLLEGE DR, SE MEDICINE HAT, AB (T1A7R4)

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## **CONTACT**

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Simrandehar786@gmail.com

## **SKILLS**

Customer service  
Teamwork and Collaboration  
Time management  
Problem solving  
Multi-tasking strength  
Client Service  
Verbal/Written communication

## **EDUCATION**

**EXPECTED GRADUATION**  
SEP'26

Environmental biology and  
reclamation technology, Medicine  
Hat college

AUG'23

Environment analysis  
DR.A.P.J.Abdul Kalam Vikas  
Cente-Bhagta bhai ka

MAY'22

High school Diploma  
Govt. senior secondary smart  
school, Dadhahur, Punjab

## **PROFILE**

Proven in delivering customer service and adept at problem-solving excelled as a Front desk Receptionist at hotel, A9, mastering multi-tasking and effective communication. My ability to enhance client satisfaction and streamline front desk operations highlights my commitment to excellence and teamwork.

## **EXPERIENCE**

Sales Associate, Dots

**AUG'24-SEP'24**

- Greeted customers warmly and offered assistance.
- Helped customers find and select items.
- Keeping work area clean, organized and free of clutter at all times.

Front Desk Receptionist

**FEB'23-FEB'24**

Motivated front desk receptionist with over [1 year] of experience in overseeing front office operations and delivering outstanding customer service. Demonstrates strong multitasking abilities in greeting visitors, managing calls, scheduling appointments, and maintaining records. Proficient in office software and equipment, with excellent communication and interpersonal skills that strengthen client relations. Quick to resolve inquiries and create a welcoming atmosphere, dedicated to professionalism and confidentiality while contributing to team goals and enhancing office efficiency.

Food service worker

**JUN'24-JULY'24**

- Food preparation
- Culinary/baking
- Keeping work areas clean