

# Tarlok Kaur

## Contact

2 Chalmers Court, Brampton,  
Ontario  
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## Education

Seneca College, Scarborough,  
Ontario  
Currently in first year, took  
Computer Programming

## Completed Senior Secondary Education

(S.G.D. Grammar School,  
Ludhiana, Punjab, India)  
In Non-Medical Stream

With 98% marks

## Key Skills

- Able to communicate effectively due to various jobs involving customer service
- Able to learn quickly and perform assigned task responsibly  
Time Management
  - Proficient in Microsoft Word, Power Point, Excel
  - Great communication skills in English, Punjabi and Hindi
    - Money Math Skills - Responsible for handing cash at Point of Sales (POS) and Telephone orders
- Prioritization, Multitasking, and problem-solving abilities in fast paced environment
  - Additional Skills: Punctuality, Adaptability, Positive Attitude, ability to carry heavy weight items

## Objective

To obtain a position where I can utilize my strengths and abilities to provide exceptional services.

## Experience

April 2020 – Sep 2020

### STORE TEAM MEMBER

Patel Infrastructure Limited, Ludhiana, Punjab, India

- Assisted customers daily, greeting them, answering customers questions, and provide information on procedures or policies.
- Resolve customer complaints regarding sales and service.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits
- Issue receipts, refunds, credits, or change due to customers
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans
- Stock shelves

Oct 2020 – March 2021

### PACKERS AND PACKAGERS

T & A Solutions, Ludhiana, Punjab, India

- Mark and label containers, container tags, or products, using marketing tools.
- Seal containers or materials, using glues, nails, and hand tools
- Heavy lifting of boxes

April 2020 – Aug 2021

### OFFICE ASSISTANT

Credgo Financial, Ludhiana, Punjab, India

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints
- Use computer for various applications, such as word processing
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Provide services to customers, such as order placement or account information