

Gurpreet Kaur

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Date of Birth: 09-DEC-1989

work status : permanent resident of Newzealand

CAREER OBJECTIVE:

I am seeking a competitive and challenging environment where I can serve your organisation and establish a career for myself. I am self-motivated & positive with a willingness to learn and always have CAN –DO attitude. I am also very diligent with the ability to work thoroughly with set tasks, able to focus and complete the task at hand efficiently and accurately.

ACHIEVEMENTS:

- Currently completing level 3 in health care which my employer is supporting with .
- I was promoted to the position of Shift Manager at KFC in may 2017.
- Got twice received Crew member of the month award for consistent performance in excellent customer servicing.
- Awarded as Safety Team Member of the month twice.
- Won excellent customer service awards at Harvey Norman .

EDUCATION AND QUALIFICATION:

- Bachelors in computers Administration from GNDU University
- Masters in English from GNDU University
- post graduation diploma in IT from MIT Manukau .

WORK EXPERIENCE:

Organisation: KFC

Position: Team member crew

Aug 2016 to 2017

Organisation: KFC

Position: shift supervisor

2017 to 2018

Organisation: The web company nz ltd

Position: ICT technical support officer (2018 to 2021)

Organisation: Noelleeming
Position: sales consultant
2021 to 2023

Organisation: health care
Position: support worker
2021 to till now part time role

Organisation: Harvey Norman
Position: sales consultant and customer service representative
2023 -2024 till now working currently .

Organisation : school
Position : Admin
India 2015 -2016

CURRENT RESPONSIBILITIES

- Banking daily and till balancing
- lodging customers complaints and CST .
- Talking and greeting customers .
- Selling right product to customers
- Finding solution for customers
- Recommending customers
- Invoicing customers and payments follow ups
- Managing customers database and delivery dockets .
- Answering the customers calls in professional and friendly manner.
- Work as a team with other staff to ensure the tasks are completed accurately and efficiently with up to date communication with other team members.
- Making quotations and follow ups .
- Pricing
- Putting sale tickets every event .

Other skills learned from previous experience

- Managing team as shift
- Adhered to health and safety policies compilation and records handling.
- Monitor Crew working around you and provide guidance as required.
- Cash Handling and following cash policies.
- Working as a team to meet the business targets.

- Ability to work as a team leader and good helping hand.
- Pro-active approach in dealing with others.
- Good written and verbal communication.

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PERSONAL:

Civil Status: Married

Visa: New Zealand Resident

Language can speak and write: English, Punjabi and Hindi

Citizenship: India

I HEREBY CERTIFY that all information given this date are complete and accurate to the belief of my knowledge and ability .

Gurpreet kaur

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