

Kuljeet Kaur

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Objective

To obtain a responsible and challenging position that utilizes my current skills and provides opportunities for professional growth, while contributing to the success of your organization.

Summary of Skills

Effective Communication: Strong verbal and written skills for clear interactions and documentation.

Multitasking s Time Management: Proficient in handling multiple tasks and meeting deadlines efficiently.

Management s Problem-Solving: Skilled in organizing projects, managing resources, and resolving issues.

Technical Proficiency: Experienced with MS Office and QuickBooks; quick to learn new software applications.

Conflict Resolution: Adept at mediating disputes and finding constructive solutions.

Data Analysis: Competent in analyzing data trends and generating reports for informed decision-making.

Education

Master's in Sociology: Punjab University, Chandigarh, Punjab, India
Bachelor in Education: D.A.V College of Education, Abohar

Post Graduate Diploma in Project Management , Algonquin College, Mississauga, ON

Work Experience

1. Lecturer in sociology, Guru Nanak Collegiate Sen. Sec. School Sri Muktsar Sahib. (August 2011 Onwards)

- Developed and delivered course materials , creating engaging lectures and assessments.
- Managed classroom dynamics, facilitated discussions, and provided academic advising.
- Collaborated on curriculum development and participated in departmental meetings.
- Fostered student engagement through interactive methods and supported extra curricular and co curricular activities.

2. Administrative Assistant, Techno Tree, Toronto, Ontario (September 2022 - May 2024)

Job Duties:

- Organize and schedule meetings, appointments, and events.
- Answer and direct phone calls, emails, and inquiries.
- Draft and edit documents, emails, and other communications.
- Input and manage data in spreadsheets and databases, and coordinate meetings.
- Interact with clients, vendors, and visitors professionally and courteously.
- Track and manage expenses, process reimbursements, and ensure adherence to budgetary guidelines.
- Ensure compliance with company policies and procedures.
- Address and resolve issues as they arise.

3. Office Administrator, TJX, Toronto, Ontario

Job Duties:

- Coordinated transportation logistics, including scheduling and dispatching vehicles.
- Managed and tracked delivery schedules, ensuring timely and accurate deliveries.
- Communicated with drivers, customers, and vendors to resolve any issues and ensure smooth operations.
- Maintained accurate records of transportation activities and vehicle maintenance.
- Handled customer inquiries and complaints with professionalism and efficiency.
- Assisted in optimizing routes and improving operational efficiency.