

## **Personal Profile**

“Seek to work in an environment that will challenge me further, while allowing me to contribute to the continued growth and success of an organization. Look forward to working with a company that promotes quality products, excellent customer services and provides me with the opportunity to meet and exceed assigned targets and goals. My professional approach coupled with the energy and drive as an individual contributor with minimal supervision or in a team.

I would like to find a customer service position where I can use the skills I have developed over the years and build new ones.”

## **Employment History**

**November 2014– May 2018**

**Tank Juice Bar, Manukau, Auckland NZ**

**Position held:**

**Store Manager**

**Duties Include:**

- Staff recruitment and training.
- Customer service.
- Maintaining wages budget, COG budget.
- Quality control.
- Rostering.
- Ordering stock.
- Maintaining presentation and appearance of shop.
- Ensuring all health, hygiene and food safety regulations in the store and fast customer service.
- Daily cash handling and banking.
- To make all staff member work schedule.

**Achievements:**

staff retention increased 3%, staff training and up selling, has been increased in monthly sales by at least 14%, positive, best, fast customer service and environment in the store.

**Awards:**

**Best Employment Award.**

## **Education**

**Oct 2019 – Mar 2019**

**Diploma in Financial accounting in business management**

**September 2015 – May 2016**

**Diploma in Business Management Level-7 in imperial College, Auckland NZ**

**February 2014**

**Search engine optimization (SEO) Training for 4 weeks from HCL.**

**Curriculum Vitae – Jaskarn Singh**

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**July 2009- Sep 2013**

Bachelor of technology in computer science engineering from Doaba institute of Engineering & Technology Ghataur, Kharar

**April 2007 to March 2009**

**Senior Secondary (12<sup>th</sup>)** Non Medical from Govt Model Sr. Sec. School Phase 3B1 S.A.S Nagar Mohali (PSEB)

**April 2005 to March 2007.**

**Matriculation (10<sup>th</sup>)** from BZSFS Senior Secondary Public School, Fatehgarh Sahib