

JASHANPREET KAUR

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PERSONAL PROFILE: I am an enthusiastic, friendly, and flexible person looking out for part-time positions to fit around studies. I am available for up to 20 hours per week on top of my studies.

Summary

It is with the great interest that I am applying for this great opportunity. I want to take this opportunity where my knowledge, experience, and employable skills can be fully utilized. In 2021, I have completed General Nursing Midwifery from Mata Sahib Kaur College of Nursing, Punjab-North India and now, I am enrolled for Post-Graduate of Nursing Leadership and Management from Seneca College, Toronto. I have maintained a satisfied grade throughout my coursework which highlights my commitment towards my studies. I possess skill of reliability and cooperativeness which I am sure will help me in performing essential duties effectively and efficiently. I promise that I will devote my full efforts and energy in doing the job provided by you. Please find my resume. I look forward to discussing my qualifications and experiences. Thank you for your time and consideration.

Skills

- Advanced English, Hindi, and Punjabi ability
- Continuous development
- Safety understanding
- Interpersonal Skills: Communication, problem solving, Critical thinking
- Computer Skills: MS Word, Microsoft PowerPoint

Experience

Customer Service Representative | GMSH Hospital Chandigarh September 2017 – February 2021

- Handle client complaints by giving arrangements, frequently inside a period breaking point to guarantee the client is fulfilled.
- Figure out how to recognize client needs or wants to suggest the fitting item or administration.
- Gain proficiency with the product frameworks utilized by the organization to have the option to discuss adequately with approaching requests.
- Track approaching requests to have the option to reference sometime in the future.
- Have the option to handle orders, structures, applications, or solicitations.
- Work with associates when important to determine client protests.
- Give input to different offices to assist with further developing deals, showcasing, and business processes.
- Find out with regards to the items all around to have the option to address any inquiries from clients.

Education and Training

Seneca College | Toronto, ON | Current

Diploma Certificate

Mata Sahib College of Nursing | Punjab, India | January 2021

General Nursing Midwifery

References

Available upon request.

Availability: Thursday to Sunday (Anytime)