

## **Manveen Kaur**

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### **Objective**

To acquire a part-time position in your organization utilizing my strong interpersonal skills

### **Qualifications and Skills**

Excellent written and verbal communication skills  
Ability to effectively manage time and prioritize tasks  
Conversant in Microsoft office  
Proven ability to maintain a clean and safe work environment  
Exceptional attention to detail  
Team player with ability to perform under pressure  
Deep aptitude to maintain a clean and safe work environment  
Ability to grasp and apply new information quickly  
Fluent in English, Hindi & Punjabi languages  
Exceptional problem-solving skills

### **Certifications**

Security Guard License  
First Aid and CPR level C (2019)  
Health and Safety certificate (2019)

### **Education**

**Natural Environment Technician – 1<sup>st</sup> year student**

Sault College

**Jan 2019- Present**

Sault Ste. Marie, Ontario

- Completion of GIS Course.

- I love to do camping and outdoor activities.
- I have excellent skills in Microsoft Word, Excel, Power-Point, and windows 10.
- Ability to identify trees and shrubs in Ontario by sight and using a dichotomous key to an accuracy of 90%.

**Bachelor's Degree: Agriculture**

**January 2014 – May 2018**

S.G.G.S. Khalsa college

Mahilpur, India

- I have passed my graduation with first division, and effective 74%.
- I have participated in the different internships, and learned hands on experience doing work in these internships.

**Working Experience**

**Upper Canada Soap and candle makers**

**May 2019- August 2019**

Roles and responsibilities:

- Identify and label materials and record their location in the warehouse
- Comply with all warehouse safety rules and guidelines
- Pack, weigh and label completed items for shipment and storage
- Maintain a clean work area
- Identify and dispose of defective items
- Use of multiple hand driven tools

**Meensha Packaging**

**July 2019- August 2019**

Roles and responsibilities:

- Excellent knowledge of general warehouse arrangement
- Prepare product for shipment
- Maintain proper stock levels on a line