

BALWINDER AUJLA

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SUMMARY

SKILLS

- Quality control
- Microsoft Word
- Microsoft Excel
- Fluent in C#,java,C
- MySQL
- Milestone assessment and achievement
- Uni
- SQL
- JavaScript
- HTML
- .NET

EXPERIENCE

07/2020 to 09/2020 **Warehouse Associate**

GAP — Brampton, ON

- Utilized pallet jacks to move items to and from different warehouse locations.
- Counted and stocked different types of merchandise to comply with inventory control tag requirements.
- Optimized project completion time by multitasking duties using heavy equipment.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Eliminated downtime to maximize revenue by providing top product and material delivery quality control.
- Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Inspected and moved products to designated areas in warehouse.

02/2020 to 06/2020 **Security Officer**

G4S — Mississauga, ON

- Oversaw premises to identify security risks to promote employee and visitor safety.
- Patrolled and secured industrial and commercial premises to prevent intrusion.
- Guarded restricted areas to prevent unauthorized entry.
- Investigated suspected incidents of fraud, employee theft and embezzlement and reported findings to law enforcement.

- Enforced security regulations and escorted non-compliant individuals to private areas for processing.
- Surveilled all areas within facility to identify suspicious behavior.

08/2019 to 11/2019 Retail Assistant

Mr Convenience — Mississauga, ON

- Engaged positively with each customer, providing professional and polite support for sales and service needs.
- Worked with off-site locations to find desired items for customers.
- Restocked shelves, racks and bins with latest merchandise and changed signage to promote special items.
- Maintained current store, product and promotional knowledge to drive consistent sales.
- Answered questions about current promotions and resolved issues according to store policies.
- Welcomed customers, offered to help locate items and suggested merchandise without being intrusive or pushy.

EDUCATION AND TRAINING

12/2020

GED

Sheridan College Institute Of Technology And Advanced Learning —
Brampton, ON

- Completed professional development in computer System Technician Software Engineering
- Major in Programming