**RESUME**

HARMANJOT SINGH

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**OBJECTIVE AND VISION**

A highly ambitious and Certified Security Guard who has efficient customer service and crisis management skills. Passionate to work in a renowned company to build a better Career. Effective communicator with well- developed surveillance and safety management skills, great time- management skills and the ability to remain calm under pressure.

**SUMMARY OF SKILLS**

* Effective leadership and time management skills along with the ability to work independently
* Physical fitness and activeness are an asset
* Good interpersonal skills and a flexible, fast learner as well as alert employee
* Proven team player to achieve company’s goal successfully and co-operative to team members
* Good knowledge of Private Security and Investigate Services Act
* Effective communication skills
* Proficient in Microsoft Excel, Word, and PowerPoint

**EDUCATION**

**BUSINESS MANAGEMENT – INTERNATIONAL BUSINESS SEPT-2021 (Currently Studying)**

LAMBTON COLLEGE, MISSISSAUGA, ON, CANADA

**RELEVANT COURSES**

* COMPUTER SKILLS (MS-WORD, MS- EXCEL)

**BACHELOR OF COMMERCE (Graduation) MAY (2019)**

Punjabi University, Patiala, Punjab, India

**LICENSES and Certifications**

* Valid Ontario Security Guard License
* First Aid and CPR Level- C certification
* WHMIS Certification (Workplace Hazardous Materials Information System)
* Driving License Class (G2)

**ADDITIONAL SKILLS**

Fluent in speaking three languages including English, Hindi, and Punjabi

Able to work in stressful environment and make it smoother.

**PROFESSIONAL EXPERIENCE**

I did job as a **Customer Relationship Executive (CRM)** about 1.5 years at (Oberoi Consultancy Services) here I did numerous job responsibilities such as

1.How to do interaction with clients and solve their problems.

2.Pitching services, maintaining fruitful relationships with clients, contacting potential clients via: - phone, email.

3.Conduct and arrange meetings with clients.

4.Work on the satisfaction of the clients.

5.Conveys messages to clients about coming due dates, their related responsibilities

ACCOUNTS WORK

* I, Completed my practical training from CA Deepinder Gadhok & Associates for the period from 3/3/2021 to 02/09/021.During this period i covered topics of

1.Income Tax Return: -Deal with clients of salaried class, capital gain & other source incomes

2.Accounting: - Worked in tally ERP 9, ZOHO SOFTWARE and SPECTRUM maintain accounts, bank statements and bookkeeping.

3.TDS returns: - Have done TDS returns of both 24Q (salary) and 26Q (non-salary) class.

4.Client Dealing: - During this period I deal with Income tax and TDS clients.

**AVAILABITY**

Flexible Schedule as company requires and willing to work on holidays.

**REFERENCES**

Hirdaypal Singh Ralhan (Field Supervisor)