

JASKARAN SINGH

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Work Experience

Tone Guard: Security Guard

Mississauga, Ontario

January 2023 – Present

- Maintained a safe and secure environment by patrolling assigned areas,
- Responsible for observing for potential security breaches, and responding promptly to any suspicious activities.
- Conducted regular security checks of premises, including doors, windows, and other entry points.
- Monitored surveillance cameras and alarms to detect any security breaches.
- Assisted visitors, staff, and tenants with inquiries and directions.
- Completed daily activity reports, incident reports, and maintained accurate records of all security-related incidents.

Specialized Skills

- Community Service: I can help in assisting the clients with personal and social problems as I can provide care and support to the clients.
- Clerical Support: I can perform clerical works like sorting and filing the documents and I can manage all the administrative work as I have skills of creating spreadsheets and typing.
- Telephone Etiquette: I know about the telephone etiquettes which can help me in being professional in my practice.
- Data Entry: I have the skill of entering data and I can update data in any computer system.

- MS Office: I have proficiency in all Microsoft office programs which can help me in any of the presentations or projects.
- Teamwork and Collaboration: I can work collaboratively with a group of people to complete a shared goal. I can co-operate with almost all kinds of people which can help in easing the job assignment.
- Material Handling: I can find different products and pack them appropriately while taking care of the products.
- Computer Skills: I have all the basic computer skills like graphic designing and communication tools.

Education

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Police Foundations Program: Expected in 4/2024 Sheridan College

- Brampton, ON

- Canadian law
- Police policy/procedures and legislation
- Police fitness
- Investigation and interviewing skills
- Conflict resolution and empathy • Forensic crime scene analysis

CERTIFICATIONS

- First AID & CPR – C
- Diploma In Computer Application (DCA)