

Navjot Kaur

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274 Moorlands Crescent, Kitchener.

Objective:

A dynamic and driven individual seeking chances to use strong industry-specific abilities in a variety of settings, such as the industrial, office, sales, restaurant, and security sectors. Possessing a security guard license and continuing to pursue police foundations. eager to contribute to an organization that values quality and safety and is team-oriented.

Summary of Qualifications:

- ❖ Proficient in security protocols and procedures, with a valid security guard license.
- ❖ Strong attention to detail and ability to remain calm and composed in high-pressure situations.
- ❖ Demonstrated ability to adapt quickly to new environments and responsibilities.
- ❖ Ongoing pursuit of police foundations education to further enhance knowledge and expertise in law enforcement.

Warehouse Assistant: Mahavir Enterprises, Punjab, India. [12/08/2020-10/07/2023]

- ❖ Stocked inventory in designated locations, ensuring proper organization and efficient space utilization.
- ❖ Picked and packed orders accurately and efficiently based on customer requirements.
- ❖ Prepared shipping documentation and arranged transportation for outgoing shipments.
- ❖ Assisted in conducting regular inventory counts and reconciliations to maintain accurate stock levels.

Sales Associate – (part-time) [Amway India Enterprises Private Limited] [04/2021-09/2022]

- ❖ Provided exceptional customer service by assisting customers with product selection, inquiries, and purchases.
- ❖ Managed inventory and ensured shelves were stocked and organized according to company standards.
- ❖ Actively participated in sales promotions and marketing campaigns to drive revenue and meet sales targets.
- ❖ Contributed to a positive team environment by fostering open communication and cooperation among colleagues.

Professional Experience: (part-time) Security Guard [Secura Security Solutions] [02/2022-06/2023]

- ❖ Conducted regular patrols and surveillance of assigned areas to ensure safety and security.
- ❖ Responded promptly to incidents and emergencies, implementing appropriate protocols.
- ❖ Maintained detailed logs and reports of activities, incidents, and observations.
- ❖ Interacted professionally with clients, visitors, and employees to provide assistance and support as needed.
- ❖ Collaborated effectively with law enforcement agencies and emergency services when required.

Skills:

- 1) Security protocols and procedures
- 2) Crisis Management and Problem-Solving
- 3) Customer service and client relations
- 4) Communication and interpersonal skills
- 5) Inventory management
- 6) Equipment Operation

Education:

Pursuing police foundations Diploma
at Conestoga College (expected graduation in 2025)

Certification:

valid Security Guard License