

# **GURPREET KAUR**

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## **OBJECTIVE :-**

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

## **EXPERIENCE :-**

### 1. Reliance Fresh :-

Cashier

Greeting customers

Processing cash and digital transactions

Operated scanners , scales and cash register

## **EDUCATION:-**

General nursing midwifery (GNM) Student of Nursing Leadership and Health Care Management in Conestoga college Kitchner.

## **SKILLS :-**

### 1. Customer Service Skills :-

- Acted with conflict resolution techniques to resolve interpersonal conflicts between individuals
- Engaged in interpersonal communication with participants
- Greeted and welcomed individuals arriving

### 2. Computer Skills :-

- Operated Microsoft office suit with a high degree of efficiency
- Demonstrated ability to record transactions in standard operating software

### 3. Professional Skills :-

- Performed standard cooking
- Engaged in cleaning practices
- Operated within set time schedule with high degree of efficiency and effectiveness