

PARAMJOT SINGH

Maple Ridge, BC
officialsparam1@gmail.com
(778)-321-6654

Focused, Organized, and ambitious student. I bring good problem-solving and interpersonal skills, with the ability to get things done quickly and thoroughly.

- Positive attitude and hard working
- A strong believer in community support
- Quick learner, continuously looking to improve my skills and knowledge
- Fluent in English, Punjabi, and Hindi

Work Experience

cashier

Walia store - Kapurthala, Punjab
August 2023 to February 2024

Process transactions accurately and efficiently.

Maintain cleanliness and organization of the cashier area.

Monitor and manage inventory levels.

Handle end-of-day procedures, including balancing cash registers and preparing deposits

Assistant as an intern

O7 Services - Jalandhar, Punjab
July 2022 to October 2022

keeping records of projects.

Market research.

Creating social media posts including graphic design.
social media management.

Food Pantry - Sikh Temple

January 2015 to till now

Responsible for food sorting and categorizing perishable and non-perishable food donations.

Helped in vegetable prep, cleaning, dishwashing, and food distribution

Education

College diploma in Business Management

Canada international royal arts college - Vancouver,
BC March 2024 to Present

College diploma in Computer Science engineering

Anand college of engineering and management - kapurthala,
punjab August 2020 to March 2023

Skills

- Attention to Detail
- Learning Agility
- Social Media Management
- Google Analytics
- Punjabi
- English
- Digital Marketing
- Graphic Design
- Search Engine Optimization (SEO)
- Time management
- Keyword research

Certifications and Licenses

Front-End Web-Development

July 2022 to September 2022

- Focuses on front-end web development skills
- Covers HTML and CSS fundamentals
- Learn to create and style web pages
- Suitable for beginners and those with some coding experience
- Practical hands-on learning approach
- Flexible delivery options available
- Gain a recognized certification for entry-level front-end development roles

Fundamental Of Digital Marketing

March 2022 to July 2022

- Essential digital marketing skills
- Covers website optimization, social media strategies, SEO, PPC, and more
- Suitable for professionals, entrepreneurs, and students
- Flexible delivery options
- Recognized certification for career advancement