

PAWANDEEP KAUR

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SUMMARY

Organized and detail-driven professional with hands-on experience in retail administration, customer service, and data management. Skilled in handling documentation, inventory coordination, and high-volume transactions with accuracy and efficiency.

SKILLS

- Well-versed with Microsoft Office Word, Excel, and PowerPoint.
- Data entry and documentation
- Retail and office administration
- Good communication skills
- Adaptable, critical thinker, and multitasker
- Leadership skills
- Teamwork skills
- Problem-solving and project management skills
- Ability to handle pressure

EDUCATION

- **Computer Engineering** (2018-2022) Guru Nanak Dev University (India)
- **Wireless networking** (2023-2025) Lambton College

WORK EXPERIENCE

RETAIL ADMINISTRATOR (CANADA'S WONDERLAND)-PRESENT

- Supported retail leadership with daily administrative tasks including data entry, inventory reconciliation, and filing.
- Processed reports, organized transaction logs, and maintained digital documentation for multiple outlets.
- Managed product pricing updates, SKU accuracy, and inventory counts.
- Ensured timely communication with team leads and helped maintain compliance with company procedures.
- Contributed to a smooth retail operation by coordinating between front-end staff and management

FRONT-END CASHIER (RAMAN'S NO FRILLS)

- Greeted and assisted customers with a friendly and professional demeanor.
- Operated cash registers to process purchases, returns, and exchanges accurately.
- Managed cash, credit, and debit transactions, ensuring smooth and efficient checkout.
- Provided support with product information, promotions, and store loyalty programs.
- Followed all company policies regarding cash handling, security, and safety procedures.
- Assisted in restocking and maintaining front-end inventory as needed.

SALES ASSOCIATE (CANADA'S WONDERLAND)

- Greeting guests in a friendly and welcoming manner, answering their inquiries about products and offering assistance in finding the merchandise they are looking for.
- Promoting merchandise and encouraging guests to make purchases.
- Processing sales transactions accurately and efficiently using a cash register or point-of-sale system.
- Answering questions about the product's features, prices, and availability.
- Collaborating with colleagues and supervisors to ensure a smooth operation of the retail outlet
- Maintains a clean, sanitary, and safe work area.