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|  NANDINI SHARDA#126-7072 INLET DR (236) 332 5998BURNABY, B.C. V5A1C1 nandinisharda.17@icloud.com |
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| summaryNorth American and International Management student with experience in helping the companies managing their clients and handling their accounts. Advising the clients in making immigration decisions. An organized and professional individual who is able to prioritize a heavy workload and multi task. A friendly and inclusive communicator with the ability to clearly explain instructions to the team members.EDUCATIONNorth American and International Management Post Graduate Diploma, Capilano University, North Vancouver, B.C.2021Bachelor of Commerce (Honors in Economics)G.G.D.S.D. College, Chandigarh, India2018EXPERIENCECASHIER 2019 -PRESENTREAL CANADIAN SUPERSTORE,NORTH VANCOUVER, B.C.Greet every customer with smile and inquire about their store experience.Answer questions about the merchandise and maintain current knowledge about all the promotions.Handling cash and solving the billing problems.Volunteer always for working at the time of short-staffed situations.COUNSELOR JUNE 2018-DECEMBER 2018DEZIRE ABROAD CONSULTANCY,CHANDIGARH, INDIAHandled more than 40 clients daily, providing advice regarding specific immigration questions allowing clients to make well informed decisions.Trained 5 new employees, using leadership and communication skills by providing clear direction and informing about best practices when dealing with clients resulting in strong performance from each employee.Contributed in the increment of company’s profits by achieving more than the preset target for the month and thereby, getting perks and rewards for that.Accounting intern 2017-2018D.K. SHARDA & ASSOCIATES,HOSHIARPUR, INDIAAddressed customer concerns regarding their filing of taxes by updating them with all the amendments in the law and due dates resulting in timely and accurate tax filing.Researched and created a database for the customers contributing in maintaining their accounts and clearly knowing the value of their business.volunteer experienceVice President AcademicsCapilano University,North Vancouver, B.C.Peer helperCapilano UniversityNorth Vancouver, B.C.Holi event 2019Capilano university, North Vancouver, B.C.Participated in coordinating and managing the activities resulting in successful event.Helped in mentoring and encouraging the students to actively participate in the event. Organizing committee member 2018Virasat, Chandigarh, IndiaOrganized cultural event and entertained an audience of 10,000 people as a team by controlling the on-stage activities.Communicated with the sponsors, celebrity and judges resulting in easy access to everything and a successful event. AWARDS AND ACHIEVEMENTSDistrict topper (2015)Winner of International Commerce Olympiad (2015)Appreciation letter from Smriti Zubin Irani (Education Minister of India,2015)Best Anchor award (2016)SUPPORTING QUALIFICATIONSMS office: Excel, WordLanguages: English, Hindi, Punjabi, French (basic conversational) |
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