**PRABHJOT KAUR**

2915 25 Ave NW Edmonton, AB, T6T 0G8 | (780) 243-5656 / (780) 267-5656 [prabhjot.kaurnandha@gmail.com](mailto:prabhjot.kaurnandha@gmail.com)

**OBJECTIVE**

Obtaining a part time or full-time position, where I can utilize my skillset. By gaining further experience, not only will I achieve personal growth, but also assist in the company’s growth as well.

**HIGHLIGHT OF SKILLS AND ABILITIES**

* Goal oriented, organized and a problem solver.
* Knowledgeable and skilled with computer software such as Microsoft Office Applications (Word, Excel, PowerPoint, etc.)
* Exceptional spoken and written communication in English and Punjabi.

**EDUCATION AND CREDENTIALS**

* Bachelor of Education
* Master’s in Education, specialized in Political Science
* Computer I.T.I

**PROFESSIONAL EXPIERENCE**

**Cook, *Cashier Indian Restaurant* 2 year**

* Adapting and working in a fast pace & high stress environment.
* Resolving customer complaints immediately and taking action right away.
* Memorizing orders, and ingredients.
* Learned valuable team working skills and how to achieve maximum efficiency.

**HOBBIES**

* A passion to cook and serve healthy and delicious meals to my family. All while maintaining a hygienic environment while I cook.
* Gardening, tending to nature helps with my peace of mind and mental health.
* Spending time with my family, especially my grandparents, who are my role models. Spending time with my loved ones shapes my life in a more positive way.
* Reading books is one of my favourite ways to pass time and is also a great way to relax.