**Gurmukh Singh**

 11a Pembroke Street, Blacktown, NSW, 2148

 E: gurisomal2850@gmail.com

 Ph: 0424160084

**Objective**

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at given task. I possess good communication skills, and I have the ability and experience to handle the situation in a fast- paced environment. I work very well under pressure.

I have heavy vehicle license(International) for driving purposes as well and will convert this to NSW License in few months.

**Key Skills Summary**

* Customer service skills
* Flexible
* Strong sense of responsibility and desire to get things done properly
* Ability to work under pressure
* Good interpersonal and communication skills
* Customer satisfaction oriented
* Experience in picking and packing
* Attention to detail

**Employment history**

 **Thaath Baath Fashion Store (Self Employed) (2019-current)**

* Ordering clothing stock as per season and fashion trends.
* Attending customers and assisting sales.
* Management of cash and bank payments.
* Maintaining the safety and hygiene of customers at all times.
* Keeping the record for all debtors and managing the debt collection process.
* Picking, packing and folding of products and labelling according to different orders including international orders.
* Experience with dispatch of orders.

**Other Qualifications**

I also have some experience working as a salesperson for a mobile shop in my city. This job includes communicating with clients and travelling for work as required.

I have also completed the Diploma in Food Production (2018) from New Image Academy, Jalandhar. This diploma included hospitality industry knowledge, food handling, cooking, baking, food presentation classes.

**REFERENCES:**

**Amarjeet Kaur**

Ph: 0451665616