**Resume**

**Navjot Kaur**

**3/49 Ellt Crescent, Noble Park VIC 3174, Australia**

**Email: navjassal74@gmail.com**

**Contact: 0422178675**

**Professional summary:**

An efficient and enthusiastic worker with excellent communication skills and experience in picker and packer which requires energetic ability to meet supervisor's expectations.

**EMPLOYMENT HISTORY**

|  |
| --- |
| Company : Maltra foods, Clayton South,VictoriaDesignation : Picker and packerCompany : Mainfreight logistics, Noble Park,VictoriaDesignation : Picker and PackerCompany : Natural beauty care, Highett, Victoria Designation : Picker and Packer |

**JOB RESPONSIBILITIES**

* Loading/Unloading goods
* Packing and wrapping goods
* Preparing orders for delivery
* Scanning & Sorting
* Dispatching
* Operating Electric pallet jack
* Multitasking (arranging all the task and helping team members)
* Work in accordance with duties lists and work schedules prescribed by Manager.

**Valuable skills and attributes including:**

* Self-motivated / driven personality
* Fast-paced Working Skills
* Organised individual
* Good communicator
* Enthusiastic
* Flexible and reliable
* Punctual and efficient team player
* Artistic skills

**COMPUTER SKILLS AND KNOWLEDGE**

* Excellent working knowledge of Firefox, Windows 10, Outlook Express
* SQL Server
* C and C++,JAVA, PHP language
* MS Office, MS Word, MS Excel and Power Point.

**QUALIFICATION**

B.tech (Information Technology)

Diploma in Information Technology

**ADDITIONAL CAPABILITIES**

* Energetic and enthusiastic.
* Demonstrated ability to take and follow directions efficiently.

**AVAILABILITY**

* Full time (24\*7)
* Capable of working (morning, afternoon and night shifts).
* Available for all days

**REFERENCE**

Apeksha(Team leader in Mainfreight)

Contact no:0469842621