**Resume**

**Jaspreet Kaur**

**34 Cooyong Crescent**

**Toongabbie, NSW 2146, Australia**

**Contact no.0476289675**

**Email: sahotaj1711@gmail.com**

**Availability- 7 days a week (can start immediately)**

**Profile ….** Reliable and experienced housekeeping with three years of experience in the cleanliness and organization of residences and offices.Skilled at performing basic cleaning duties,deep sanitation ,organizing spaces and tending to general housekeeping tasks in a time efficient manner.committed to providing clients with superior service and satisfaction.

**Career Objectives**: - To seek a position where I can utilise my previous experience for my professional growth

**Key Competencies: -**

* Experience in picking and packing.
* Machine Operating and Palate labelling
* Physically fit, enjoys manual labour and understands the nature of working in

a repetitive environment

* Excellent self/time management skills with proven ability to meet production

deadlines

* Demonstrated ability to work in a fast-paced repetitive environment and maintain attention to detail
* Flexible and able to do a range of shift work including day, afternoon and

night shifts

* Demonstrated ability to work well unsupervised and stay focused
* Good communication skills so I build good relationships with managers and

co-workers

* Able to follow instructions and learn new skills quickly
* Always quick, and willing to learn new things

**Skills: -**

* Computer proficient
* Developing & implementing new administrative systems.
* Can undertake routine typing and filing duties as appropriate.
* Maintaining effective working relationships with colleagues.
* Strictly following office and company policies and procedures.
* Ability to accurately maintain relevant recording and information systems.

**Work Experience: -**

* Worked in Chicken factory as a **Packer** for 1 years and 6 months
* Worked in Beak and Johnston city kitchen (Food factory) as a pick packet

**Housekeeper…….**

. Provided clients with top notch cleaning services.

. Cleaned up spills and messes.

. Sanitized floors and surfaces.

. Removed garbage and replaced bags with new ones.

. Vacuumed and buffed floors

. Worked with other cleaning professionals in a positive way.

. Safely handled hazardous materials.

**Academic Qualification: -**

* Bachelor of commerce (B.COM)
* Master of business (pursuing)

 **Languages: -**

* English, Hindi And Punjabi

 **References:** Available upon request.