RUPINDER KAUR

Enthusiastic individual looking to assist with solution development using latest technologies Coming with 3 years technical experience and effective communication skills from 4 years customer service experience.

Core Competencies

- ➤ Exceptional critical thinking skills
- ➤ Good understanding of Search Engine Optimization
- ➤ Have multitasking skills to assist multiple clients at once
- ➤ Good communicator, excellent people skills
- ➤ Possess strong analytical and troubleshooting skills.
- ➤ Ability to work under pressure with multitasking skills.
- ➤ Have efficient Project Management Skills

Work Experience

Home Depot (April 2018 – Current)

Designation: Head Cashier
Responsibilities:
- ➤ Receive payment by cash, cheque, credit card
- ➤ Guiding and solving queries of customer
- ➤ Providing training and assistance to new joined cashier
- ➤ Maintaining monthly, weekly, and daily report of transactions
- ➤ Responsible for selling Credit Cards of company
- ➤ Handling all the cash transaction of an organization

KC Polytechnic College (July 2015 - March 2017)

Designation: IT Support Specialist
Responsibilities:
- ➤ Responsible for updating and managing all websites of the institute
- ➤ Responsible for keeping all labs and office machines in working condition
- ➤ Responsible for ordering new equipment and upgrading previous one
- ➤ Handled all technical queries from students and staff
- ➤ Supervised IT support team.
- ➤ Organised Technical fair every year

ClickMedia Systems (Feb 2014 - May 2015)

Designation: Web Developer
Responsibilities:
- ➤ Meetings with clients to discuss plane and needs of the website
- ➤ Understanding UI, cross-browser compatibility and general web functionality and standards

- Collaborated with team members to determine the website's layout, content, and design
- Creating and testing applications for website
- Communicated with team and Senior developers through all phases of the testing
- Monitoring website traffic and making adjustments

RBCENTW   Nov 2011 – Jan 2013

Designation: Frontend Help Desk
Responsibilities:
- Greet and welcome guests
- Guided visitors to respective departments
- Monitor office supplies and place orders when necessary
- Responsible for updating records and files
- Monitor office expenses and costs
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Take up other duties as assigned (travel arrangements, schedules etc.)
- Handled computers and peripherals (Printers, Scanners)

Computer Expertise/ Programming Languages: -

- Have extensively used MS Excel, MS Word and MS Power Point.
- Knowledge of SQL, HTML PHP, CSS, WordPress, Bootstrap, JavaScript, Photoshop.
- Work comfortably in both Windows and Unix operating systems.

Education

Computer Engineering Technology
Bachelor of Technology (CSE)

Achievements

- Awarded with employee of the year at **KC Polytechnic College**
- Got certificate of best solution provider at **ClickMedia Systems**

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Link to my portfolio: rupinderportfolio.com