Harpreet Singh

Mountain View   408-807-1767   in www.linkedin.com/in/HS408

PROFILE

Software engineer student with fundamental knowledge of software design, development and testing. Effective manager with strong background in directing, training and motivating staff to achieve full potential. Excels in managing reports and data entry.

SKILLS

- Microsoft Excel, Word, PowerPoint
- JavaScript
- Customer Service
- Data Entry
- Management Skills
- Quick Learner
- Java
- HTML5
- Ability to take initiative

PROFESSIONAL EXPERIENCE

01/2020 – present
Hayward

Manager, *ColdStone Creamery*
- Evaluated employees' strengths and assigned tasks based upon experience and training
- Maintained quality control and made sure things were up to professional standard
- Developed business relations and resolved problems that arose with both customers and employees

11/2012 – 03/2023
Redwood City

Retail Store Manager, *Avenue Liquors*
- Managed financial reports to keep track of expenses and revenue for the businesses
- Administered payroll and scheduling for employees
- Handled all logistical orders necessary to keep the company operating in a profitable manner

08/2009 – 06/2022
Mountain View

Store Clerk/Manager, *Liquor & Foodmart*
- Started as an associate and moved into management after 3 years
- Supervised all banknotes being deposited and administered the funds requested as well as other banking responsibilities
- Handled financial responsibilities for the company such as data entry on excel and balanced the checkbook

EDUCATION

2023 – present
San Jose

Bachelor of Computer Science, *San Jose State University*

2018 – present
Los Altos Hills

Associate of Computer Science for Transfer, *Foothill College*

2012 – 2015
Los Altos Hills

Associate of Sciene, *Foothill College*

2008 – 2012
Los Altos

High School Diploma, *Los Altos High School*

LANGUAGES

- Hindi
- Punjabi
- English