

Harman Toor

Business Admin Major at SJSU

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Hello, I am an MIS major at San Jose State University. I have years of experience in a variety of fields such as computer science, welding, sales, security and management. I am a quick learner and a team player, I always believe that regardless of what is going on, work has to take a priority

Authorized to work in the US for any employer

Work Experience

Bookkeeper/Administrative Assistant

Lucky 10 Trucking - Tracy, CA

November 2020 to Present

- Tracked Accounts Receivable and Payable invoices
- Created Balance Sheets
- Checked Employee time Sheets
- Created Employee Payroll/Paystubs
- In charge of tracking expenses and maintaining budget
- Made sure to properly stock office with supplies I.e. pens, paper, ink, folders, etc.
- Signed for deliveries and packages
- Talked with our distributors and plant locations to coordinate times for deliveries

Security Guard

GardaWorld Security Services - Tracy, CA

August 2021 to December 2021

- Patrol grounds
- Check in-bound/out-bound paperwork
- Assist with traffic control
- Observe and write down logs
- Help visitors
- Ensured building was locked and secured at end of every shift
- Effectively prevented thefts
- Monitored CCTV security cameras

Sales Associate

Fossil - Livermore, CA

October 2019 to December 2020

Assisted customers with purchases Punjabi • Handled online orders • Called other branches of the company for stock checks

Advanced • In-Store stock checks • Helped with store floor change Spanish • Assisted customers with any questions and returns • Ordered clothes online for customers Intermediate • Closing/Opening Procedures

Security Officer

Hindu cultural and community center - Livermore, CA
September 2019 to January 2020

- Patrol grounds
- Observe and write down logs
- Help visitors
- Ensured building was locked and secured at end of every shift
- Ensured guests felt welcomed at HCCC
- Effectively prevented thefts
- Monitored CCTV security cameras

Assistant Manager

Poke Moana - Livermore, CA
October 2018 to June 2019

- Bought vegetables fresh daily • Opened the store alone • Closed the store alone • Cut fish and vegetables when supplies were low • In charge of food deliveries from distributor • Made food for customers and helped them at the register • Took orders from Door Dash and UberEats

Sales Associate

Wilson's Leather
2017 to June 2018

Wilson's leather Advanced • Assisted customers with purchases Punjabi • Handled online orders • Called other branches of the company for stock checks

Advanced • In-Store stock checks • Helped with store floor change Spanish • Assisted customers with any questions and returns • Ordered clothes online for customers Intermediate • Closing/Opening Procedures

Sales Associate

DKNY
2016 to August 2016

Advanced DKNY Teamwork • Assisted customers with questions • Performed stock checks Advanced • Worked on registers • Unboxed inventory Microsoft Office Programs • Cleaned the store • Counted the nightly deposit Advanced • Closing/Opening Procedures English

Education

Bachelor's degree in Business Administration

San Jose State University - San Jose, CA
August 2022 to June 2024

Associate's degree in Business Management

Las Positas Community College - Livermore, CA
August 2017 to May 2022

High school diploma or GED

Commercial Driver's License (CDL)

Class C

Expires: May 2025

State: CA

Skills

- Sales
- Customer Service
- Microsoft Excel
- Organizational Skills
- Powerpoint
- Security
- Word
- Stocking
- Cash Handling
- Excel
- Punjabi
- Hindi
- English
- Computer Science
- Surveillance
- Accounts Receivable
- Accounting
- Loss Prevention
- Bookkeeping
- QuickBooks
- Payroll
- Filing
- Typing
- Accounts Payable
- POS
- Google Docs
- Microsoft Outlook

Languages

- Punjabi - Expert
- Hindi - Fluent
- Spanish - Beginner

Certifications and Licenses

Security Guard

First Aid Certification

BSIS Guard Card

August 2022

Driver's License

Food Handler Certification

Assessments

Verbal Communication — Highly Proficient

October 2019

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Security Guard Skills — Highly Proficient

September 2019

Assessing risks, enforcing security standards, and handling complaints.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.