

Kiranpreet Kaur

Tracy, CA 95376 | brarkiran53@gmail.com | 209-207-1481

EDUCATION

Certificate of Achievement, Bookkeeping, May 2021

Associate in Science Transfer, Major in Business Administration, December 2020

Las Positas College, Livermore, CA, GPA: 3.97

Relevant Coursework: Financial Accounting, Managerial Accounting, Business Communication, and QuickBooks Accounting.

WORK EXPERIENCE

Securitas, Tracy CA, Security Officer, February 2020- Present

- Worked 20-30 hours per week while in college and maintained a 3.9 GPA
- Observed and reported suspicious activities and incidents at an assigned client site
- Controlled access to the client site through the admittance process

Macy's West Valley Mall, Tracy CA, Seasonal Associate, October 2019- January 2020

- Developed customer service skills by interacting with more than 30 customers daily
- Performed picking and packing of the online orders promptly
- Replenished the selling floor to ensure merchandise is available for the customers to drive additional sales

Amazon Fulfillment Centre, Tracy CA, Warehouse Associate, August 2017- October 2019

- Maintained the desired work rate of packing more than 235 items per hour
- Promoted to IOL Associate and performed the final inspections of the damaged goods
- Generated daily reports of the lost and damaged items for managerial use.

SKILLS

Language: Fluent in English, Hindi, and Punjabi

Computer: Proficient in Microsoft Word, Excel and PowerPoint