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# NAINA MINHAS

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Sacramento, California 95835 ♦ 9167655701 ♦ nainaminhas@icloud.com

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## EDUCATION

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**Associate of Science:** Computer Science, 12/2024

**American River College** - Sacramento, CA

**Associate of Science:** Social Sciences, 12/2024

**American River College** - Sacramento, CA

**Associate of Science:** Physical Sciences, 12/2024

**American River College** - Sacramento, CA

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## PROFESSIONAL SUMMARY

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Dynamic professional with a proven track record at H & B Transportation LLC, excelling in effective organization and customer service. Streamlined front desk operations, enhancing efficiency and client satisfaction. Proficient in data entry and adept at managing time effectively, ensuring smooth administrative processes and accurate record-keeping.

Friendly and organized with excellent interpersonal skills and positive, upbeat approach. Familiar with office software and administrative tasks, including scheduling and communication. Committed to providing welcoming environment and ensuring smooth daily operations.

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## SKILLS

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- Effective organization skills
- Telephone skills
- Object-oriented programming
- Time management
- Data entry
- Customer service

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## EXPERIENCE

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**Receptionist**, 05/2025 - 08/2025

**H & B Transportation LLC** – Sacramento, CA

Confirmed appointments, communicated with clients, and updated client records.

- Provided administrative support to staff members by handling correspondence, filing documents, and managing office supplies inventory.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Handled cash transactions and maintained sales and payments records accurately.
- Streamlined front desk operations for increased efficiency by effectively managing phone calls, emails, and walk-in clients.

**Backroom Associate**, 12/2022 - 08/2025

**Tonys Liquor And Deli** – Sacramento, CA

- Received incoming merchandise and stored in correct stock locations.
- Assisted with merchandise stocking and replenishment in backroom and on sales floor.
- Streamlined the receiving process for incoming shipments, ensuring accurate documentation and timely unloading of merchandise.
- Supported loss prevention efforts by adhering to strict security protocols during all backroom operations.

LANGUAGES

English

Punjabi

Native or Bilingual

Professional Working