Tabitha **kalra**

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**Objective**

To secure a position where my existing skills and abilities will be further challenged and developed.

**Highlights of qualifications**

* Friendly, courteous and enthusiastic with a strong focus on customer service.
* Exceptional verbal and written communication skills.
* Flexible and adaptable to various work environments.
* Ability to effectively work independently as well as within a team.
* Highly developed organizational, time management and multi-tasking abilities.
* Ability to quickly and accurately learn various forms of technology and software.

**Cashier, Ikea**

**september 2018 – September 2019**

* Greeted customers and resolved customer inquiries.
* Handled register during high volume and high pressure situations.
* Processed payments by cash, credit/debit cards and issued receipts and refunds.
* Collaborated with other employees to ensure that every need of the customer was fully met and the customer experience was maximized.

**Rental property co-owner, Self employed**

**January 2017 – Present**

* Carefully screened applicants for tenancy.
* Assisted in the development of operating budgets and forecasts.
* Maximized rental income while minimizing operating expenses.
* Developed and maintained working relationship with contractors and tradesmen.

**Cashier, Mcdonalds**

**October 2012 – january 2013**

* Maintained high standards of customer service and developed loyal clientele.
* Followed procedures for safe food preparation, assembly, and presentation.
* Took initiative to find extra tasks when scheduled duties were completed.
* Proficient utilizing point of sale computer systems.
* Resolved complaints promptly and professionally.

**vehicle purchasing agent, Pick N Pull**

**May 2010 – June 2011**

* Purchased and maintained diverse product inventory to support company’s sales needs.
* Handled transactions and communication between the company and its vendors.
* Examined vehicles for damage and malfunctions.
* Verified that documents comply with local, state and federal laws.
* Organized documentation and file reports.

**Administrative assistant, Appleone Employment Agency**

**September 2008 – may 2010**

* Provided administrative support for various firms.
* Managed a heavy call volume on multi-line phone system.
* Inputed, edited, updated, retrieved and maintained accurate and complete electronic records.
* Assisted with the creation of presentations including printing, photocopying and binding.