

JASNEET SINGH

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Profile

A professional and engaging team player able to inspire staff to perform their best. Detail oriented and qualified with wealth of experience in indoor operations, monitoring facility and visitors to maintain order and safety, dealing with public. Professionally presented with good interpersonal skills and strong understanding of OSHA standards and optimal safety guidelines. Hard worker consistently arrives early and stays late to get deadline-oriented jobs complete.

Experience

SHIFT SUPERVISOR (BC HYDRO) | PALADIN SECURITY| AUGUST 2023 – PRESENT

- Supervising access points, performing regular patrols using computerized surveillance equipment and video monitoring systems, and promptly addressing security incidents to uphold a secure environment within the company's premises.
- Ensuring compliance with NERC (North American Electric Reliability Corporation) access standards and promptly addressing NERC and general building alarm activations.
- Provide first-aid service to injured persons, complete required documentation, and maintain supply.
- Providing guidance and support to employees on security-related matters, including best practices for safeguarding company assets and ensuring personal safety.
- Work with fire, police, and other community officials on fire and security protocol, responses, and investigations.
- Participating in NERC-related training programs to stay updated on the latest standards and best practices and disseminating this knowledge within the organization to ensure comprehensive compliance.
- Utilize and operate various security systems, such as photo identification, access control, CCTV, and various other security programs.
- Checking emails, answering any pressing issues, and being on call for emergencies.
- Ensuring health and safety of staff as it pertains to training on Paladin's Occupational Health and Safety Policies.
- Maintains daily log of events and prepares detailed reports.
- Ensuring contractual obligations are met- such as no time loss on site. Addressing lateness, absence, and covering shifts if needed.

WAREHOUSE WORKER| JORIKI BEVERAGES | JANUARY 2022 – JULY 2022

- Loaded, unloaded, and moved material to and from storage and production areas.
- Consistently lifted materials weighing as much as **55** pounds.

- Maintained clean workspaces by enforcing strict housekeeping guidelines for storage areas, dock bays, and equipment zones.
- Reduced order processing times with streamlined picking, packing, and shipping procedures.
- Kept tools and materials organized, contributing to a clean and safe work area for all team members throughout each project's duration.
- Enhanced team productivity by assisting in daily tasks and project completion.
- Developed problem-solving abilities by tackling real-world challenges under the guidance of experienced mentors.
- Enhanced machine efficiency by performing regular safety checks on various equipment.
- Conducted thorough inspections of equipment, identifying potential issues, and reporting to appropriate personnel.

CUSTOMER SERVICE SPECIALIST | LONDON DRUGS | FEBRUARY 2022 – SEPTEMBER 2024

- Trained new employees and delegated daily desk tasks and responsibilities.
- Resolved customer complaints and issues and offered thoughtful solutions to maintain customer satisfaction.
- Boosted store sales through effective merchandising, product placement, and promotional displays.
- Managed cash handling procedures, maintain accuracy in financial transactions, and minimizing discrepancies in daily transactions.
- Supported inventory management task including ordering stock and conducting physical inventory audits ensuring proper stock levels. Also, reduced out of stock situations with regular monitoring on sales floor.
- Experience with BCLC, Tobacco sales, invoice sales and compliance with regulatory standards.

Education

ASSOCIATE DEGREE OF SCIENCE (GENERAL) | DECEMBER 2023 | CAPILANO UNIVERSITY, NORTH VANCOUVER, BC

HIGH SCHOOL (SCIENCE MAJOR) | AUGUST 2021 | SACRED HEART CONVENT SCHOOL, KHANNA, PUNJAB, INDIA

Skills & Abilities

- Adaptability
- Emergency Response
- Excellent interpersonal and communication skills.
- Poised under pressure.
- Record Keeping

CERTIFICATES

- OFA – 2
- MOAB (Management of Aggressive Behavior)
- Opioid Poisoning Emergencies Certificate