

Amanpreet Kaur

Objective

Brampton, ON L7A 4L8

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+1 647 446 7867

To work in a stimulating environment where I am able to enhance the reputation of the company by being an asset and also taking back the knowledge and experience.

Willing to relocate: Anywhere

Work Experience

Legal Administrator

Metro Immigration-Mississauga, ON

January 2024 to Present

Transcribing and proofreading legal documents

Filing, organizing, scanning, copying and faxing legal documents

Scheduling court depositions, hearings and client meetings

Processing invoices

Communicating with clients through phone

Filing documents with the court ahead of deadlines

Prepares status reports and keeps clients informed of case progress.

Oversees billing and other accounting functions.

Gathers case evidence and documentation by preparing files and inputting information from records, statements, and other documentation.

Files records and logs incoming mail

Builds positive client relationships through effective communication, establishing trust and maintaining confidentiality.

Schedules meetings and depositions, answers phones, and maintains digital and physical records.

Transcribing and proofreading legal documents Filing, organizing, scanning, copying and faxing legal documents

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Communicating with clients through phone Filing documents with the court ahead of deadlines Prepares

status reports and keeps clients informed of case progress. Oversees billing and other accounting

functions. Gathers case evidence and documentation by preparing files and inputting information from

records, statements, and other documentation. Files records and logs incoming mail Builds positive

client relationships through effective communication, establishing trust and maintaining confidentiality.

Schedules meetings and depositions, answers phones, and maintains digital and physical records.

Skills: Customer Relationship Management (CRM) · Legal Administration

Office Receptionist

DGN Marketing-Mississauga, ON

April 2023 to December 2023

- Managing the reception area, including welcoming customers and guests.
- Managing company correspondence, including phone calls, emails, letters and packages.
- Handling bookkeeping, budgeting and billing cycles for the business.

Dispatch Manager

Rai motors-Brampton, ON

April 2021 to December 2022

- Providing leadership and guidance to the dispatch team
- Monitoring and reporting dispatch department performance statistics
- Providing oversight for carrier scheduling and routing software implementation, including managing any necessary updates to ensure compliance with contract requirements
- Prioritizing work ensuring that deadlines are met by the team and the highest standards achieved

Quality Assurance Specialist

AMAZON FULFILLMENT CENTRE YYZ7-Bolton, ON

November 2020 to May 2021

Developing and implementing quality assurance policies

Conducting tests and inspections

Identifying production, process, or product issues

Presenting solutions

Monitoring product performance

Dispatcher

Auto One Group Toronto-Toronto, ON

June 2017 to April 2018

Politely assisted customers by taking care of all the customer needs.

- Recorded and maintained documents or records of client demands and other dispatch data.
- Assigned work vehicles and onboard equipment to operators to ensure the most efficient delivery schedule.

Intern

Orane International Beauty Boutique India

January 2016 to January 2017

Assisted with makeup for weddings, proms, and special occasions.

- Pro at hair styling, makeup, waxing and various types of Spa (Hair, Face & Body).
- Sold and promoted the hair care products and cosmetics.
- Documented opening and closing cash amount daily.
- Strong communication skills and ability to visualize client requests.
- Superior knowledge of skin products.
- Achievement: Won Certificate for being the best student and an intern.

Education

College diploma in Hospitality Management

George Brown College - Toronto, ON

2017 to April 2020

Certificate of Art and Makeup in cosmetology

Orane International school of beauty and wellness

Skills

- MICROSOFT OFFICE (4 years)
- MS OFFICE (Less than 1 year)
- NETWORKING (Less than 1 year)
- Punjabi
- Hindi
- English
- MS excel
- Accounting
- Quickbooks
- Customer Relationship Management
- Management
- Accounting Records
- Digital Databases
- Delivery arrangements
- Filing & Appointment scheduling
- Invoice preparation
- Database administration
- Data entry
- Communication skills
- Legal document preparation
- Front desk
- Multi-line phone systems (4 years)
- Organizational skills (4 years)
- Customer support (4 years)
- Front desk operations

Additional Information

Excellent communication and interpersonal skills

Sincere towards responsibilities

Fluent in more than 2 languages

English, Hindi and Punjabi

Positive to all situations

Computer proficiency

Social networking

Microsoft office