**Paras, Kaushal**

Montréal, QC., H4E 3G9

Cell: (514) 679-8059

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**Profile:**

I am looking for an **unpaid internship** position as an **Administrative Assistant** with a company where I can apply and further develop my acquired skills.

**Skills:**

* Fluent in English, Hindi, and Punjabi
* Basic French speaking skills
* Flexible and Optimistic
* MS-Word, Excel,PowerPoint, MS-Project
* Basic knowledge, and understanding about HTML.

**Education:**

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| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC | 2017-2019 |
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| Secondary education in commerceApeejay School,Jalandhar, Punjab | 2013 - 2016 |
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| Elementary EducationApeejay School, Jalandhar, Punjab | 2005 - 2012 |

**Work experience:**

BédardRessources Staffing Firm, Montréal 2017

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* Worked in Boulangerie POM in the production department.
* Moreover, I have worked in Robert Transport (Longueil) in the production department.

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References from work and schooling are available upon request.