

# VARINDER KAUR

6 Dunegrass Way  
Brampton, ON L6P 2T6

(416) 939-7984  
varinder.kaur@hotmail.com

---

## OBJECTIVE

An Interior Decorators position in a firm where I can use my skills, education and enthusiasm in a professional, growth oriented and mutually beneficial business environment.

## SUMMARY OF SKILLS

- Experience with technical drawing of floor plans and elevations
- Familiar with residential finishes such as flooring, drapery, and wall finishes
- Hand Rendering of floor plans and elevations, perspective drawings
- Experience in AutoCAD, Sketchup, InDesign and Photoshop
- Over 6 years of customer service and administration experience
- Excellent communication and interpersonal skills

## EDUCATION

Interior Decorating Diploma –	Humber College, Toronto	2014
Feng Shui Certificate -	Feng Shui Institute Online, UK	2012
BTEC National Diploma in 3D design-	Northbrook College, UK	2004

## EXPERIENCE

**Décor Designer/ Office Admin** November 2004 – November 2008  
Matharu Carpentry, Dubai

- Developed designs as per clients' needs and preferences
- Prepared working drawings for execution purpose
- Advised Clients with Color Schemes, furniture selection and designer accessories
- Organized and maintained filing system for all business records

**Sales Associate** March 2009 - February'2010  
Young Connection, Etobicoke

- Supported when understaffed, by taking on the workload of two employees
- Maintained cash register, processed debit, credit payments, submitted sales report daily

**Front End Cashier Associate** November 2010 - February 2011  
Wal-Mart, Woodbridge

- Delivered outstanding services to each customer and provided friendly environment
- Promoted Wal-Mart MasterCard benefits to each and every customer
- Follows proper front end and general safety procedure and standards

**REFERENCES AVAILABLE UPON REQUEST**