

# Harprabhjot Singh

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## **OBJECTIVE**

Energetic and self-motivated individual with interest in a Financial Planning position. Bringing knowledge of Financial Planning along with experience in customer support services.

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## **SKILLS & QUALIFICATIONS**

- Bilingual: Punjabi, English
  - Strong desire to learn and expand knowledge in new fields.
  - Excels under pressure: can assess problems quickly and adapt to find solutions.
  - Able to work independently and efficiently without constant supervision.
  - Actively collaborates to meet company visions and expectations.
  - Welcomes constructive coaching and feedback to better work performance.
  - Provides creative insight and logical thinking to better analyze tasks.
  - Technical Experience: Microsoft Office, Excel, PowerPoint, Wix, Photoshop, JMP Pro, Salesforce, Docusign.
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## **EDUCATION**

Bachelor of Science - Finance (Concentration in Financial Planning), Risk Management & Insurance Minor

California State University, Sacramento | Sacramento, CA | 2019

High School Diploma

River Valley High School | Yuba City, CA | June 2015

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## **EMPLOYMENT HISTORY**

### **COVERED CALIFORNIA**

Student Assistant | Sacramento, California | January 2018 – Current

- Manage Storefront Division website to display accurate information
- Track field agents progress on Big Wave System (BWS)
- Manage approval process for Agents hosting events
- Complete a range of simultaneous job tasks to support research and operational needs
- Attend meetings, take notes, and coordinate follow-up action items
- Participate in BWS preparation, running reports and developing recommendations
- Assist coworkers in researching topics and drafting email communications

### **WALMART**

Associate | Yuba City, California | March 2015 – August 2017

- Ensured daily sales goals were met by mentoring and coaching other team members
- Monitored self-checkout systems and assisted or intervened where required
- Processed transactions, including checks, cash, debit and credit purchases and refunds
- Experience with software's to send and receive money for customers across the country