

Anmol Singh

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Professional Summary

A results-driven professional with experience in store management, bookkeeping, and customer service. Skilled in cash reconciliation, data entry, inventory management, and staff training. Proficient in software development with expertise in front-end and back-end technologies. Fluent in English, Punjabi, Hindi and learning French on the side. Strong decision-making and time management abilities.

Skills

Strategic Planning & Execution | Bookkeeping | Project Management | Budgeting & Financial Management | Vendor & Stakeholder Relations | Performance Metrics & Analysis | Reconciliations | Time Management | Microsoft Office | Payroll | Tailwind | Databases

Languages

English – Fluent
French - Basic

Punjabi - Native
Hindi - Native

Work Experience

Bookkeeping and Store Management (Feb 2024 – Present)

Speedway 24/7

- Managed daily financial records, reconciliations, and transaction reports.
- Oversaw cash registers and ensured accurate accounting.
- Utilized Xsite software for back-office reconciliations.
- Handled HST tax filing and ensured compliance.
- Managed inventory, ordered stock, and monitored sales trends.
- Supervised store operations and ensured policy compliance.
- Trained and supported staff in customer service and operations.
- Coordinated with suppliers for timely deliveries and stock updates

Cashier (Jun 2023 – Present)

Speedway 24/7

- Processed transactions accurately and managed cash handling.
- Assisted customers with inquiries and product recommendations.
- Maintained checkout area cleanliness and organization.
- Monitored inventory and restocked shelves as needed.
- Ensured compliance with safety and company policies.

Internships

Mobile Application Developer (Sep 2024 – Dec 2024)

Tayco Office Furnishings Inc.

- Developed a cross-platform mobile label printing app using Ionic for scalability.
- Designed a warehouse-optimized UI to improve operational efficiency.
- Integrated the Tayco database for real-time data fetching and sync.
- Created a 3"x5" label template to print order, item, and pick area details.
- Worked with the database team to ensure seamless connectivity.
- Authored technical documents, including proposals and user manuals.
- Conducted testing, identifying and resolving performance and bug issues.

Education

Computer Programming in Niagara College Toronto, ON (2023 – 2025)

- Graduated with President's Honour Roll and Honours Standing

Courses

French at Udemy (2024)

MySQL at Udemy (2023)

Microsoft Excel and Office at Udemy (2024)

Web Development at Udemy (2023)