

Ishan Gangji

22 Leafy Woodway, Toronto, ON M4A 2R9

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ishangangji@gmail.com

TECHNICAL SKILLS:

- Strong knowledge of principles of electronics, micro-controller, computer, chemical, biology, medicine, health, and engineering.
- Worked with basic logic gates, logic functions, flip-flops, counters, shift registers, memories, and interfacing ICs
- Computer: C++, C# programming, MS Office, Internet/email applications
- Electronics: digital electronics, electric circuits, PLC & controls
- Medical: Anatomy & Physiology, Infection Control & Microbiology, Medical Imaging Systems

ESSENTIAL SKILLS:

- Dependable
- Determined
- Having ability to follow instructions quickly and effectively;
- Detail-oriented with the ability to be very precise and accurate while working under pressure
- Analytical problem solver; an efficient trouble-shooter and decision maker
- Enjoy working in a culturally diverse environment
- Excellent communication skills, with the ability to relay and receive information in a professional and tactful manner

EXPERIENCE:

Librarian Assistant (Volunteer)

2011 – 2013

East York Collegiate Institute Library, Toronto, ON

- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- cataloguing new materials
- Maintain and organize all shelves in a neat and clean order
- Assist students in locating the required materials

Independent Insurance Professional (Assistant)

2016

Scarborough, Ontario, Canada

- Filling out forms for property insurance and casualty insurance, life insurance, health insurance, disability insurance, and long-term care insurance.
- Filing and organizing forms
- Storing data on to computer database
- Email Clients about insurance plans
- Remind Clients when their insurances will expire

EDUCATION:

High School Diploma

2014

East York Collegiate Institute, Toronto, ON

Status: Graduated in 2014

Electrical Engineering Technician Diploma

Completed

Centennial College, Toronto, ON

Graduate: 2019

Software Engineering Technology

In-Progress

Centennial College, Toronto, ON

Graduate: 2021

References available on request