



AKASH GUPTA

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SKILLS

- Security Guard License
- Safety and security regulations
- First Aid and CPR/AED Level C
- Communication skills
- Customer Service
- Proficient in MS Excel(& Quick books), Word and PowerPoint.
- Leadership, teamwork and collaboration skills
- Proficient in Mathematics and Computer.
- Familiar with creative tools like Adobe Photoshop & Canva

EDUCATION

Bachelor of Computer Science	Jan 2024– Present
Algoma University, Brampton Campus, ON	
Diploma of Computer Engineering	Aug 2023
Govt. Polytechnic College J&K, India	
High School	July 2020
Birla Open Minds International School, Jammu, IN	

LICENSES

- Security Guard License
- First Aid and CPR/AED Level C
- Driving License class G1

REFERENCES

- **Varun Samyal - Security Supervisor**
Interlinx Security, Scarborough
- **Aryan Jamwal - Security Dispatcher**
Paragon Security, Scarborough

LANGUAGES

- English
- Hindi
- Punjabi

SUMMARY

A dependable and **licensed security guard** with more than 6 months of customer service experience in Canada and back in town. Possessing a security license and first aid, CPR certifications, as well as knowledge of Canadian laws, criminal code and private security and investigations act. Skilled in working effectively with diverse teams and collaborating with other security personnel, and performing security duties independently.

WORK EXPERIENCE

Fat Bastard Burrito - Store Associate

1921 Eglinton Ave E, Scarborough

Jan 24 - Mar 24

- Took orders, handled 100+ cash transactions, and ensuring customer satisfaction, I have ensured provided excellent customer service.
- Prioritized customer preferences and company standards, prepared and assembled burritos, tacos, and bowls.
- Maintained cleanliness and organization of the store, including food preparation areas and dining space.
- Worked in a team to ensure effective operation and a positive working environment.

Indian Food Hub - Volunteer Cashier

Prince of Wales Dr, Ottawa, ON

Dec 23

- Volunteered as a cashier and kitchen helper at Restaurant for a month gaining valuable experience in customer service, food preparation, and restaurant operations.
- Dealt with 50+ customers and performed 30+ POS transactions.
- Assisted the chef in preparing and cooking various dishes, learning the basics of different cuisines and kitchen techniques.

Metro Driving School - Customer Service and Front Desk Representative

Jammu, J&K, India

Apr 23 - Oct 23

- Resolved queries of 100+ in person and 250+ on phone calls providing information on driving courses, schedules, and fees.
- Prepared and maintained records of student attendance, progress, and feedback.
- Coordinated with instructors and managers to ensure smooth and timely operations of the driving school.

PROJECTS

Group Lead in Final Yr Project - VirtuAI (an AI based Chatbot)

Govt. Polytechnic College, J&K India

- Worked as a leader in the College Group Project.
- Coordinated and collaborated with members, achieved the goal and got recognition from Head of Department and Principal.

AVAILABILITY

- **Current Availability -**
 - **Monday to Wednesday (Anytime)**
 - **Weekends (Anytime)**
- **Full time Availability from 25 April 2024 (Scheduled Break)**