Akshansh Sharma

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29 Brewton Road, Scarborough, Ontario, M1G1W2

Objective

Motivated with engaging personality and flexible approach. Upbeat, friendly and anticipating customer needs to facilitate enjoyable dining experiences. Fast learner, showing work skills improvement quickly.

Skills

• Communication Skills (Multilingual) - Fluent in English, Hindi, and Punjabi languages. Learning basic French

• Teamwork, Project Management, Lifting and sorting, Analytical and Critical Thinking, Time management skills, high-level Calculus, Good Order accuracy.

• Experienced with Microsoft Office (Word, Excel, PowerPoint) on Windows, Visual Studios IDE, Linux systems.

Experience

1. **Manager's Assistant | AKR Great HoneyBee (June 2020 – April 2022)**

   - Coordinated and scheduled travel arrangements and managed expense documentation for reimbursements.
   - Responded to and directed incoming calls and other communication.
   - Utilized software to create and edit correspondence, documents and materials.
   - Monitored security to protect employees, customers and property.

Education

HighSchool Education | MDAV Public School | Ambala city, Haryana, India

   - Excelled in group projects and teamwork.
   - Played for school's soccer team.
   - Won swimming tournaments.
   - Awarded for activities and events related to Physics, Chemistry and Mathematics.
   - Scored (out of 100) 82 in Chemistry, 98 in Mathematics and 79 in Physics.

Computer Programming Diploma – May 2022 – Current | Seneca College of Applied Arts And Technology | North York, ON

- Professional development completed in C.
- Studied problem solving, basic work principles, programming with C, basic Linux operation, and communication skills.
- Leaded multiple group projects, studied detailed project management, and well oriented with working in a team environment.
- Continuing education in Object-Oriented Programming, Database Management, and Web development.

Availability (Part Time Jobs)

- Friday (After 5pm time)
- Saturday (Full time)
- Sunday (Full time)
- Monday (After 11 am)
- Tuesday (Full time)
- Wednesday (After 5pm)