Brampton, Ontario, L7A 4T8 \* (647) 575-3854 \* [anshmanchanda365@gmail.com](mailto:anshmanchanda365@gmail.com)

**CAREER OBJECTIVES**

Specialized Honours BCom student in Information Technology, focusing on Business System Analysis. Seeking a challenging role to apply academic expertise in optimizing processes and implementing tech solutions for enhanced efficiency and strategic impact.

**CORE COMPETENCIES**

* Strategic planning
* Time management
* Critical thinking
* Team coordination
* Detailed and Organized
* Strong Leadership skills

**PROFESSIONAL EXPERIENCE**

**Shawcor**, **Etobicoke, ON**

*Accounting Intern, February 2023 – May 2023*

* Processed high-volume batches of approved routine Non-PO and PO Invoices, ensuring timely and accurate completion with proper approvals and documentation. Also responsible for preparing processed invoices for digitization.
* Ensured clear scanning and proper filing of documents, both digitally and physically, including the correct storage of images in the company’s Finance Drive and adherence to the their retention policy.

**FedEx Corporation, Mississauga, ON**

## *Cargo Handler, September 2022- January 2023*

* Successfully handled and processed incoming and outgoing shipments for FedEx, ensuring timely and accurate delivery to customers
* Collaborated with team members to improve processes and resolve issues.

**The Hive Performing Arts, Brampton, ON**

## *Web Designer & Co-ordinator May 2022 -August 2022*

* Designed and developed responsive websites using HTML, CSS, and JavaScript.
* Developed and implemented branding guidelines and style guides for websites and marketing materials.
* Consistently achieved high ticket sales for stage shows through effective coordination and persuasive customer service and communication

**Iris R&D Group Inc (co-op), Brampton, ON**

*Data Sorter, July 2019 – March 2020*

* Assisted in developing an Artificial Intelligence model
* Responsible for sorting data images into their correct category
* Analyzed more than 500 different sets of images daily

**EDUCATION**

**York University, North York, ON**

*Specialized Honors Bcom Information Technology, September 2021- Present*

**Brampton Centennial Secondary School, Brampton, ON**

*High School Diploma with SHSM ICT Program, September 2017 - June 2021*

**ADDITIONAL SKILLS**

* Proficient in Microsoft Office suite and Adobe Illustrator
* Multilingual in English, Hindi, Urdu and Punjabi

**ACCOMPLISHMENTS AND CERTIFICATE**

* York University Entrance Scholarship
* iDAPT & UHN certification of completion
* SHSM Customer Service Certification
* Sheridan College SHSM Basics Electronics
* SHSM Info & Com Tech (ICT) program
* Academic Honours Certificate, BCSS