

ARNAV TANEJA

Brampton, Ontario

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SKILLS

1. **Technical Proficiency:** Knowledgeable in the IT field with expertise in web development. Proficient in Microsoft Word, Excel, PowerPoint, Access, and other software applications, enhancing administrative tasks and data management processes.
2. **Excellent communication skills:** Able to effectively convey ideas, information, and instructions verbally and in writing.
3. **Strong problem-solving abilities:** Capable of analyzing complex issues, identifying root causes, and implementing effective solutions.
4. **Leadership qualities:** Demonstrated ability to take initiative, motivate others, and lead by example to drive team success.
5. **Teamwork and collaboration:** Skilled in working cooperatively with diverse teams to achieve common goals and objectives.
6. **Adaptability:** Flexible and able to thrive in fast-paced, dynamic environments, quickly adjusting to new tasks and responsibilities.
7. **Time management and organization:** Proficient in prioritizing tasks, managing deadlines, and multitasking efficiently to optimize productivity.
8. **Continuous learning mindset:** Committed to ongoing personal and professional development, actively seeking out opportunities to expand skills and knowledge.

PROFESSIONAL SUMMARY

A dedicated team player with exceptional organizational skills and keen attention to detail. Proficient in managing multiple tasks simultaneously, ensuring accuracy and efficiency in all endeavors. Leveraging extensive experience in help desk support, adept at resolving complex technical issues for end-users. Known for clear communication of intricate concepts and handling diverse inquiries with professionalism. Dependable and committed to delivering superior service in every interaction.

EDUCATION

Diploma, Computer System Technician, Expected in 04/2025, Loyalist College, Toronto.

CERTIFICATION

- CPR and First Aid Certification
- Use of Force Certification
- C, C++, Python, JavaScript Training

AVAILABILITY

Full Time Weekdays and Weekends