

# Kirti Joyejob

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## EDUCATION

### CONCORDIA UNIVERSITY

BA JOINT MAJOR MATHS & STATS &  
COMPUTER APPLICATIONS  
Graduated Spring 2017  
First Year Bursary

### UNIVERSITY OF CAMBRIDGE

ADVANCED LEVELS (A-LEVELS)  
Cambridge International  
Examinations  
Graduated Fall 2010 | Mauritius

## LINKS

LinkedIn:// [kjjoyejob](#)

## COURSEWORK

### UNDERGRADUATE

Object-Oriented Programming in Java  
Principles of Programming Languages  
Operating Systems  
Data Structures & Algorithms  
Web Programming

### COLLEGIAL

(A-Levels Computing)  
Computerization of a library system using  
Ms-Access  
Computerization of Tennis Member  
Database using Visual Basic

## SKILLS

### PROGRAMMING

Proficient  
Java • Python • JavaScript • Maple  
Mathematica • CSS • PHP  
Familiar  
Haskell • ASM • Visual Basic •  $\text{\LaTeX}$   
On-going  
Google Analytics • Python

## EXPERIENCE

### COMPUGEN INC. | PRINT SALES COORDINATOR

August 2017 - Present | Montreal, Canada

- Assist in processing of purchase orders
- Assist with bid management issues identified for proper costing of Print opportunities
- Assist with internal for data needed to develop proposals and make recommendations for clients
- Understand internal process regarding all aspects of order management
- Assist in all order related issues requiring information from the Print Team

### IMPARK | ADMINISTRATIVE ASSISTANT

November 2016 - August 2017 | Montreal, Canada

- Managing subscriptions and payments of monthly parkers across Montreal
- Account receivable responsibilities while abiding PCI protocols
- Maintaining expense reports for Branch Managers and Directors
- Data capture of Detailed Project Reports (DPRs)
- Processing of payments from clients

### MINDGEEK INC. | TECHNICAL SUPPORT

June 2015 - September 2016 | Montreal, Canada

- Handling all incoming calls, emails and live chats in a timely manner
- Identify technical related problems and provide real time solutions
- Provide excellent customer service in friendly and professional way
- Responsible for department's monthly newsletter

### CONCORDIA UNIVERSITY | COMPUTER STORE EMPLOYEE

February 2013 - October 2013 | Montreal, Canada

- On-the-spot troubleshooting (hardware & software)
- Diagnose complex problems from customer's devices failure before sending them for repair
- Educated customers about store's products & services
- Inventory management and reporting to store buyer

### THE MAURITIUS COMMERCIAL BANK LTD. | TRADE FINANCE CLERK

November 2010 - June 2011 | Mauritius

- Inspection of import/export documents
- Data collection and entry on T24 platform
- Listing discrepancies in documents and contacting clients
- Dealing with banks' swift messages
- Couriered important documents at end of day
- Occasional front desk customer service

## AWARDS & CERTIFICATES

2017 Google Analytics for Beginners | Google  
2010 Grades 1-8 | ABRSM (UK)  
2005 Internet and Computing Core Certification

## VOLUNTEERING

2015 Team Ambassador | Engineering and Commerce Case Competition  
2015 Marketing Director | Engineering and Computer Science Association