

# HELI KHENI

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## SKILLS SUMMARY

- *Communication Skills* - Fluent in English, Hindi, and Gujarati languages
- *Teamwork* - Excellent team player with focus on collaboration, team-building and customer relations
- *Additional skills*: Punctuality, Adaptability, Positive Attitude, ability to carry heavy weight items
- Prioritization, Multitasking, and problem-solving abilities in fast paced environment
- Experienced with Microsoft Office (Word, Excel, PowerPoint) on Window or Mac OS
- To create long-lasting and strong relationships with customers and co-workers
- Excellent memory, Ability to work under pressure

## EDUCATION

- Currently studying in Humber College, International graduate school Campus, Downtown Toronto.
- Completed my Bachelor of Science (Information Technology), Surat Gujarat, India.

## EXPERIENCE

### **Cashier&Cook** April-2022 to currently working

Banh Mi boys sandwich shop, 399 Yonge St, Toronto, ON M5B 1S9

- Famous Restaurant on Yonge Street, Doing Cashier, Fryer, Griller and sandwich every thing.

### **Henna Artist** March 2018 – December 2019

Joufi Bridal Studio, Surat, India

- Provided positive customer experience with fair and friendly.
- Females, Males, Children and The elderly all have requested for Henna service for Events.
- I drew Henna for marriage, parties, festivals and baby showers.

### **Baker** June 2018 – February 2019

Super bakery, City light, Surat, Gujarat, India

- Baked all types of cakes and cupcakes including different flavours like chocolate, strawberry, etc.
- Adhered to proper food handling, safety, and sanitation standards during food preparation.
- Prepared customized cakes for different events such as birthday, marriage, baby shower, festivals.

### **Tutor** December 2018 – August 2021

Nobel international classes, Surat, Gujarat, India

- Tutored 100+ students from 1st to 10th Standards in English and Gujarati languages.
- Created and implemented 50 up lesson plans and timetable for all students.

## AVAILABILITY (Flexible hours)

Any 3-4 Days in week (weekends and weekdays both available)

-Flexible days - On Winter Break

Looking for 20-25 Hours Per Week