**OBJECTIVE**

To obtain a position that will enable me to use my strong communication skills and educational background and enhance my ability to work well with people.

**SKILLS**

* Reliable, Quick learner, Punctual
* Management skills
* Interpersonal, Multi-tasking
* Problem solving, Team work
* Excellent communication and interaction skills
* Internet /e-mail application

**EDUCATION**

* Centennial College, Scarborough, ON

(Software engineering technician) – JAN 2020

* Higher Education

C.B.S.E Ambala, Haryana, India

Gained detail knowledge of mathematics, physics and chemistry

First division, securing 80% +marks in a highly competitive Examination Board

**LICENSE**

* **Security guard license**
* **CPR**
* **FIRST AID**

**ACKNOWLEDGEMENT**

**Certificate Course in Computer application:**

* Skills-based which provides operational knowledge.
* Covers MS-Word, MS-Power Point, MS-Excel and access as well as internet research and communication tools.

**Experience**

* Security88 (JUNE 2020-AUGUST2020)

Works as a security guard

* Dufferin Queen Animal Clinic (DEC 2019 - MARCH 2020)

Responsible for general office duties such as faxing, answering/making telephone calls, etc.

**AVAILABILITY:**

FULL DAY AVAILABILITY: Wednesday, Thursday, Friday, Saturday and Sunday