

JAYESH PISE

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SKILLS AND QUALIFICATIONS

Guest Relations
Human Resources
Energetic Self-starter

Critical Thinking
Microsoft Office
Public Speaking Certification

Smart-Serve Certified
Food Handlers Certificate
WHIMS & AODA

EDUCATION

SOFTWARE ENGINEERING

Centennial College, Scarborough, ON

January 2023 - Present

HOSPITALITY MANAGEMENT

Lambton College, Sarnia, ON

January 2018 - August 2019

BACHELOR OF COMMERCE

Mumbai University, Mumbai, India

June 2011 - March 2014

RELATED WORK EXPERIENCE

EBCP Enterprises Ltd.

Chevron – ON THE RUN Vancouver, BC

Retail Sales Supervisor

May 2020 – March 2022

- Supervised and co-ordinate sales staff and cashier.
- Sold merchandise to customers.
- Resolved problems that arise, such as customer complaints and supply shortages.
- Maintained compliance of store as per franchise agreement.
- Checked with ongoing promotion information & put labels on products.
- Managed & checked day to day expire dates of all products and prepared the products.
- Checked day to day sale report of lotteries & smoke & order the same as per stock.

Pajo's Fish & Chips - YVR International Airport Richmond, BC

May 2019 – April 2020

Cook/Food Service Team Member

- Developed and maintaining positive working relationship with others to reach business goals.
- Assisted co-worker whenever possible.
- Provided quality customer service.
- Maintained clean and safe environment.
- Organized delivery products according to date of use and moved around products to ensure first in first out to avoid spoilage.
- Stored food in designated containers and storage areas to prevent spoilage or cross-contamination.

Discover Canada Tours Vancouver, BC

May 2019 - August 2019

Tours & Activities Consultant/Tour Guide Assistant (Co-op)

- Assisted in customer service and selling of tours and products, which involved collecting payment and issuing receipts to customers.
- Updated the reservation system with new bookings.
- Advised and educating other students and customers.
- Assisted tour guides on weekend tours. Collecting money, answering questions, and generally adding to the fun atmosphere
- Delivered a fun atmosphere on the white boat parties and interacted with passengers in a friendly and helpful way.

ADDITIONAL RELEVANT EXPERIENCE

Rashtriya Vishwa Vidyapeeth Mumbai, India

Human Resources Executive

July 2015 - November 2016

- Managed everyday administrative work
- Managed the process of recruitment which included framing job advertisements, reviewing and screening the applications as per job profiles and finalizing the process of appointment
- Made all required correspondences related with appointment and conformation of new employees
- Managed increment, transfer, appraisal, termination, entertainment of all the employees

Management Trainee Human Resources

July 2014 - June 2015

- Worked with other managers to plan and direct the work of the organization
- Worked with and through management to develop and implement actions that protect company assets and profitability
- Participated with other management team in interviewing, hiring, and training employees
- Supervised other administrative staff

VOLUNTEER WORK

Let's Face It Sarnia, ON

Peer Mentor

January 2019 - April 2019

- Served as a resource for students new to college
- Participated in training, programs and activities
- Attended individual and group meetings

Events Team Member

February 2018 - April 2018

- Helped to set up events and clean up after events
- Developed and maintained relationships with fellow peers
- Attended weekly team meetings

Elk Ridge Resort Waskesiu Lake, SK

Pool Attendant

December 2017 - January 2018

- Greeted guests to the pool along with helping them with towels
- Promoted a fun and relaxing atmosphere for guests
- Performed other miscellaneous duties when assigned by management

REFERENCES

Available upon request