NIRJA PATEL

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SCARBOROUGH, ONTARIO

**Skill Summary:**

**Functional Skills:** Customer Service, Communication Skill, Sale, Team handling, Adaptability, Multitasking, Problem Solving, Teamwork, Leadership Quality.

**Technical Skills:** office tools, Auto-cad, programming languages like sql, .net, database.

**Communication Skills (Multilingual**): Fluent in English, Hindi.

**Work Experience:**

* **At D-Mart** (Surat), Gujarat, India: Solve problems of customer and provide best customer service experience.
* Prepared sales floor for store opening and labeled merchandise.
* Merchandised and signed displays, maintaining visual standards.
* Unloaded and stocked merchandise from pallets to sales floor and backroom.
* Organized backroom bins with a focus on accurate labeling.
* Conducted safety sweeps and secured displays for a hazard-free environment.
* Provided customer service as needed during stocking.**Team Leader – At Festival Organisation in college.:** Take all responsibility how to do and give task to other people.
* **Tutor – After school clubs/programs/classes:** Worked alongside professor to provide after-school assistance to classmates.

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University/college** | **Year of Passing** | **Grade** |
| Bachelor of computer application | C.b patel computer college (South Gujarat University) | 2022 | 8.13 CGPA |
| Cloud Computing | Durham College | May 2024 | Currently Pursuing |

**Career Objectives:**

* I am seeking challenging position in a reputed organization where I can learn new skills, expand my knowledge.
* I am seeking position where they gave me new experience and give challenges as well.
* Create value for my prospective employer through my dedicated and diligent efforts.
* To get an opportunity where I can make the best of my potential and contribute to the organization growth.

**Availability:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 7am to 12Noon |  |  |  |  | Anytime | Anytime | Anytime |
| 12 pm- 4pm |  |  |  |  |  |  |  |
| 4pm Onwards |  |  |  |  |  |  |  |
| Overnight |  |  |  |  |  |  |  |