**PRAVEEN** **KALE**

+1(905) 922 3961| Praveen.kale33@gmail.com| Location: 36, Richmond Street, Oshawa, ON

**SKILLS SUMMARY**

* *Communication Skills* (*Multilingual)* - Fluent in English, Hindi, and Punjabi languages
* *Teamwork* - Excellent team player with focus on collaboration, team-building and customer relations
* *Money Math Skills* - Responsible for handling cash at Point of Sales (POS) and Telephone orders
* *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

**EDUCATION**

* Currently studying PG in Artificial Intelligence at DURHAM College, Oshawa Campus.
* Completed my Bachelors from SRKR Engineering College, Hyderabad.

**EXPERIENCE**

**Grocer** March 2019 – December 2020  
Reliance Fresh, Gachibowli, Hyderabad, India

* Provided positive customer experience with fair, friendly, and courteous service.
* Registered sales on cash register by scanning items and totaling customers' purchases.
* Resolved customer issues and answered questions.

**Crew Member** June 2018 – February 2019  
Subway, Madhapur, Hyderabad, India

* Assembled salads and sandwiches as per order specifications with excellent customer service.
* Adhered to proper food handling, safety, and sanitation standards during food preparation.
* Maintained sanitization by cleaning and maintaining all areas of the restaurant.
* Performed paperwork duties as assigned.

**Volunteer** (Event Management: College Fest) December 2018 – August 2021SRKR Engineering College, Hyderabad, India

* Responsible for food sorting, categorizing perishable and non-perishable food donations.
* Helped in Vegetable prep, cleaning, and dishwashing and food distribution.
* Provided Admin Support by doing Data entry, mail preparation and event management.

**AVAILABILITY (Flexible - Part Time: 20 Hours/Week)** 

* Monday: 6 AM to 6 PM \*Open to Night Shift\*
* Tuesday: 6 AM to 6 PM \*Open to Night Shift\*
* Wednesday: 2 PM to Overnight \*Open to Night Shift\*
* Thursday: 2 PM to 12 PM \*Open to Night Shift\*
* Friday: 6 PM to Overnight \*Open to Night Shift\*
* Saturday: Anytime Day/Night \*Open to Night Shift\*
* Sunday: 6AM to 12 AM \*Open to Night Shift\*