

PRINCE BHINGRADIYA

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PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Communication Skills (Multilingual) - Fluent in English, Hindi, and Gujarati languages
- Teamwork - Excellent team player with focus on collaboration, team-building and customer relations
- Budget administration - Responsible for handing 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
- Client relationship management
- Self-motivated professional

WORK HISTORY

March 2018 - May 2019

Volunteer Activities Coordinator

Patidar Community Hall - Surat, Gujarat

- Managed volunteer calendar and verified coverage of key roles during volunteer unavailability.
- Consulted with each resident to identify the people who are in need of our support.
- Tracked volunteer applications and conducted background checks to facilitate participation in Patidar book distributing volunteering programs.
- Responsible for checking book arrivals and giving them to distributors.
- Helped the distribution team by giving them locations of distribution.
- Provided Admin Support by recommending the students of poor families and provided their addresses.

EDUCATION

April 2019

High School Diploma

The Radiant International School | India Gujarat

- Continuing education in **Computer Programming** in **Seneca College , Newnham Campus.**