

# Vivek Patel

## Personal Info

### Phone

+13685991703

### E-mail

Vivekpatel8433@gmail.com

### Date of birth

17/03/2005

## Skills

### Communication Skills

### Customer Service

### Effective Time Management

### Ability to Multitask

### Fast Learner

### Microsoft Office

### Team leadership

## Availability

Monday-Evening And Night Shifts

Tuesday-Morning, Evening And Night Shifts

Wednesday-Evening And Night Shifts

Thursday-Morning, Evening And Night Shifts

Friday-Anytime

Saturday-Anytime

Sunday-Anytime

## Languages

### English

### Kiswahili

### Gujarati

### Hindi

Driven and enthusiastic professional eager to embrace new challenges. Possessing a robust work ethic, exceptional adaptability and outstanding interpersonal skills. A dedicated team player with strong customer service, computer skills, problem solving, multitasking and time management abilities.

## Experience

### Head Cashier

QuickMart / 08/2023 - 12/2024

- Utilized excellent communication and interpersonal skills with customers.
- Processed a high volume of transactions accurately and efficiently.
- Maintained a perfect cash drawer balance at the end of each shift.
- Quickly learned and adapted to new POS systems.
- Successfully resolved customer complaints and issues.
- Treated customers in a friendly manner and effectively answered their queries.
- Demonstrated genuine hospitality while creating a rapport with customers.

### Store Clerk

Naivas / 05/2022 - 07/2023

- Maintained store cleanliness.
- Provided shopping assistance to customers.
- Stocking, promptly unloading trucks and deliveries.
- Registered sales on a cash register by scanning items.
- Performed all the assigned tasks.

## Education

### Software Development Diploma

Bow Valley College / 01/2025 - Present  
Calgary

Pursuing

### Kenya Certificate Of Secondary Education

Uasin Gishu High School / 01/2020 - 11/2023  
Kenya

## Volunteer Experience

### Volunteer

BAPS Charities / 03/2019 - Present  
Kenya

- Conducted blood donation camps.
- Conducted nationwide tree planting to mitigate climate change.

### President of Student Leadership Council

Leo Club / 01/2020 - 11/2023  
Kenya

- Developed co-curricular community engagement activities.
- Scheduled school events.
- Organized fund raising events in conjunction with other charity organizations.
- Attended meetings with school staff for updates.