**OM GOSWAMI**

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**PROFESSIONAL SUMMARY**

Motivated and reliable student seeking a part-time job in Toronto to support my education and gain Canadian work experience. Eager to contribute my strong work ethic, positive attitude, and dedication to a team environment. Passionate and results-driven leader with a strong focus on communication, organization, and teamwork. I excel in coordinating tasks independently while also contributing effectively to team efforts. My dedication to delivering high-quality results is evident in my attention to detail and commitment to maintaining confidentiality and professionalism.

**SKILLS**

* **Proficient in using MS Office Suite (MS Word, MS Excel, MS PowerPoint)** for data entry, document creation, and data analysis tasks, with a word stroke per hour rate of 15000.
* **Familiarity with** database software and data analysis tools, ensuring accurate and efficient transfer of data between software systems.
* **Strong attention to detail and accuracy, demonstrated through the ability to verify data integrity and completeness during data entry processes.**
* **Skilled in** handling a fast-paced work environment with tight deadlines, maintaining productivity and quality while working under pressure.

**EXPERIENCE**

**Student Associate**

Georgian College | Toronto, ON May 2024 - Current

* Participated in organising student events and activities
* Collaborated with other members to improve student life and engagement

**EDUCATION**

Diploma in Computer Programming May 2026 - Current

Georgian College, Toronto, ON

**Technical Skills:**

* **Office Suite**: Microsoft Word, Google Docs
* **Adobe Creative Suite**:
  + Adobe After Effects (Intermediate/Advanced): motion graphics, video compositing
  + Adobe Premiere Pro (Intermediate/Advanced): Professional Video editing, color correction, audio synchronization

**AVAILABILITY**

Available anytime on Monday and Weekends. Tues- 8 pm – 12am / wed- 5pm – 12am / thurs- 1pm – 12am

**Full job description Work Term: Permanent Work Language: English Hours: 30 hours per week Education: Secondary (high) school graduation certificate Experience: Experience an asset Work setting Private sector Willing to relocate Relocation costs not covered by employer Tasks Receive and register documents for data entry Enter data according to specified format Transfer data between software Verify accuracy and completeness of data Store, update and maintain databases Perform backup procedures to ensure data preservation Perform general office duties Classify, label and store diskettes/ disks and tapes of data Create digital records using a scanner Transfer handwritten data to Excel or Word documents Type of data entry Alpha Numeric Computer and technology knowledge Word processing software Database software Data analysis software Accounting software Presentation software Spreadsheet Desktop publishing software MS Access MS Excel MS PowerPoint MS Word Internet MS Windows Technical terminology Legal Medical Scientific Business Area of specialization Correspondence Contracts Statistics Financial statements Invoices Manuscripts, publications or theses Reports and records Keystrokes per hour 0 - 10,000 sph tin**software Spreadsheet Desktop publishing software MS Access MS Excel MS PowerPoint MS Word Internet MS Windows Technical terminology Legal Medical Scientific Business Area of specialization Correspondence Contracts Statistics Financial statements Invoices Manuscripts, publications or theses Reports and records Keystrokes per hour 0 - 10,000 sph 10,001 - 12,000 sph Transportation/travel information Willing to travel Williregularly Work