

Yashkumar Brahmbhatt

41, Mentor Blvd, North York, ON M2H 2M9

Contact: +1(519)729-7897

brahmbhattyash02@gmail.com

ybrahmbhatt3@myseneca.ca

SUMMARY OF QUALIFICATIONS

- Excellent communication skills with a focus on team
- Able to work in both independent and team environment
- Outstanding organizational, multitasking, and problem-solving abilities
- Adapt to working in a busy & fast-paced environment
- Very familiar with Microsoft Office program (Word, Excel, PowerPoint)

EDUCATION

Seneca College, Newnham, Ontario, CA —

Computer Programming & Analysis

(Advanced Diploma)

- Starting from May 2022

LANGUAGES

- English: Fluent (Speaking, Writing, Reading)
- Gujarati, Hindi (Native language)

WORK EXPERIENCE

➤ **Cashier – No Frills (May 2022 – Current)**

- Processed cash register transactions on POS, inputted product costs and gave back correct change.
- Accepted checks, debit and credit cards, and gift certificates in line with company policy.
- Received feedback and complaints while demonstrating exceptional customer service.
- Returned non-purchased products to shelves, maintaining strong visual merchandising.
- Answered questions regarding special and seasonal products.
- Kept up high pace to minimize customer wait times at checkout.
- Greeted customers with prompt and friendly service.
- Adhered to cash handling policies and procedures.
- Balanced cash drawers at shift beginning and end.

➤ **Receptionist — Associate (June 2019- December 2019)**

- Attending general inquiries of students and parents in person/on call for coaching and student visa.
- Scheduling the daily classes according to the prescribed timetable for IELTS, Duolingo English tests and PTE.
- Coordinating student batches.
- Scheduling weekly tests, supervising, checking and preparing test results.
- Reporting weekly test results to parents.

- Coordinating students' doubt solving queries with faculty.
 - Book-keeping of inhouse library.
 -
- **Faculty/assistant (English department) and Visa coordinator (December 2019 – March 2022)**
- Taking lectures of IELTS coaching: conducting practice sessions for listening, reading, writing and speaking.
 - Preparation of practice materials for students.
 - Taking lectures of PTE and Duolingo English test.
 - Conducting parents' awareness sessions and discussing the progress of students with their parents.
 - Helping students with technical queries regarding the English tests stated above.
 - Conducting awareness seminars in schools/colleges and universities about the scope of studying abroad (UK, Canada, Australia and the US).
 - Help students lodge student visa applications.
 - Communicating with the embassies/high commissions as and when required.

AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Full Day	10:00 AM to 2:00 PM 4:30 PM to Midnight	8:00 AM to 10:30 AM 5:20 PM to Midnight	10:00 AM to Midnight	Morning to 3:00 PM 5:20 PM to Midnight	Full Day	Full Day

REFERENCE

Dr. Arpit Trivedi
 Proprietor,
 O2 Academy of English
 Phone: +91 9909717987
 Email: arpit3290@gmail.com