

# Aditya Purohit

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+1(437) 6620759 | [aditya.s.purohit@gmail.com](mailto:aditya.s.purohit@gmail.com) | Location: 49, Silverstone Dr, Etobicoke, Toronto

## SKILLS SUMMARY

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- *Communication Skills (Multilingual)* - Fluent in English, Hindi, and Marathi.
- *Teamwork* - Excellent team player with focus on collaboration, team building and customer relations. Strong interpersonal skills.
- *Additional skills:* Punctuality, Adaptability, positive attitude.
- Prioritization, Multitasking, and problem-solving abilities in fast paced environment
- Experienced with Microsoft Office (Word, Excel, PowerPoint) on Window or Mac OS

## EDUCATION

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- I am currently studying for a Post graduate degree at Humber College, North Campus.

## EXPERIENCE

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Library Assistant

July 2017– July 2019

**Govt. College of Engineering**

### Duties performed -

- Loading and unloading of new books from the shipping containers
- Sorting and arranging books, CDs, electronic media according to their type in various isles.
- Scanning and entry of books in the system and tracking of dues.
- Helping students with their queries and showing them correct directions for finding the study materials.
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## AVAILABILITY

Available full time on any shift (including public holidays too).