

DIYA GARDHARIA

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SUMMARY

Motivated and reliable individual seeking a part-time position to gain valuable work experience while balancing studies. Looking forward to implementing things that I have learned in school to ensure smooth operations. Excited to contribute to a dynamic and supportive work environment.

EDUCATION

Seneca Collage, Diploma in Accounting and Finance

September 2023 – December 2026

- **Coursework:** Sage, Taxation, Auditing & Accounting, Finance Planning

EXPERIENCE

Progistix Solution Inc., *Material Handler*

March 2024 – July 2024, Toronto

- Pick and pack orders efficiently within the warehouse; ensure products selected and packaged to the company's standard of providing timely and correct shipment to customers. Storing and shelving the orders which are received in the warehouse.
- Organize and store orders received on corresponding shelves and storage areas. Develop an orderly, accessible inventory system so that items can be located and retrieved easily at any time.
- Receive incoming orders and inspect delivered products against the items delivered to ensure that they are per company standards and specifications, ensuring prompt action on any discrepancies.

Longo's Market, *Sales Associate*

November 2023 – February 2024, Toronto

- Ran the cash register proficiently and handled transactions with accuracy regarding money. Ensured proper procedures for handling cash were followed to avoid variances and to protect the integrity of the finances.
- Provided a very friendly and conducive shopping atmosphere, with personalized assistance to the needs of customers.
- Deepened knowledge about products in the store, specifically on features, benefits, and availability. Used that knowledge to make informed recommendations to customers, improving their shopping experience by enhancing their ability to make well-informed purchasing decisions.
- Assisted with inventory management by maintaining the level of stock in the store by refilling the shelves and making sure that goods were labeled and correctly priced.

The Pint Public House., *Line Cook*

August 2023 – October 2023, Toronto

- Maintaining a clean and organized workspace, following food safety and hygiene standards.
- Communicating effectively with other staff members to ensure customer satisfaction.
- Properly using and maintaining kitchen equipment and reporting any equipment issues to the kitchen supervisor.

OTHER DETAILS

Skills: Microsoft Office, SAP, Cash handling, Multitasking, Superior customer service

Language: English, Hindi, French(A1)

Availability: Available **Monday through Friday** for all shift