

# ARYA PATEL



aryapatel3136@gmail.com



35/Fountainhead road, North York,  
M3J2V7, Toronto, Ontario



+1 (647) 685 5342

## Summary

A well organized and dependable candidate who is successful at managing multiple tasks with a positive attitude and willingness to take on added responsibilities to meet team goals for well-being of the organization. The overall part-time work experience has allowed me to understand the functioning of any small-scale organization and has helped me to develop very good communication skills with clients and colleagues.

## Experience



### Store Supervisor

Aadhar Mall

July 2020 - Sep 2021 (around 2 months)

I was given the responsibility of attending customers, auditing the incoming products, processing payments and managing the store.



### Tutor

(EEC) Enbee Education Center Private Limited

Nov 2021 - Feb 2021 (4 months)

My job was to guide students personally in their preparation of IELTS. I also proxied classes when faculty was not available. Attended walk-in clients. Helped in admin work in the center. I also contributed beyond office hours to handle the miscellaneous jobs for the well functioning of the center.



### Tim Hortons

May 2022 – August 2022

My job was to deal with the customers. Also, take orders and prepare orders of the customer (Customer service)



### UPS

August 2022 – Current

Package Handler

## Current Education



**SENECA COLLEGE**

Computer Programming and Analysis (CPA)

Start Date – 9<sup>th</sup> MAY 2022

## Skills

- Documentation Control
- Decision Making
- Multi-tasking
- Responsible
- Communication
- Flexible & Adaptable to any new working style or technology
- Punctuality
- Confident
- Organization and Planning Skills

## Language

- English
- Hindi
- Gujarati

## Availability

DAY	TIME
MONDAY	FULL DAY
TUESDAY	NIGHT
WEDNESDAY	FULL DAY
THURSDAY	MORNING
FRIDAY	NIGHT
SATURDAY	FULL DAY
SUNDAY	FULL DAY

I here-by declaring that the above given information is authenticated.

**Yours Sincerely,**

**ARYA PATEL**