

Objective:

Seeking a dynamic position where my diverse skill set, and adept problem-solving abilities can contribute to operational efficiency and customer satisfaction. With a background in office administration and a commitment to delivering exceptional service, I aim to support the success of the establishment through adaptability and strong interpersonal skills.

Key Skills:

Exceptional interpersonal skills	Strong problem-solving abilities	Attention to detail
Effective communication	Hardworking	Adaptability
Dependability	Independence	Positive attitude

Education:

Diploma: Computer Programming (CPP), Seneca Polytechnic College Canada, Toronto, ON	May 2023–2025
<ul style="list-style-type: none">Proficient in C, C++, Linux, Unix, Microsoft365, Oracle/SQL, Html, Java-Script.Applied theoretical knowledge to hands-on projects, emphasizing practical coding skills.Adept at navigating diverse technological environments, including Oracle databases and web development frameworks.	

Experience:

Packer, Maple Stamping Magna, Vaughan, ON (Full-time)	January 2024 – April 2024
<ul style="list-style-type: none">Demonstrated precision in packaging and labeling processes to ensure accurate presentation of food items for in-flight services.Collaborate with team members and management to maintain a high-paced, customer-focused environment.Maintained a clean and hygienic workspace.Collaborated with a diverse team to ensure seamless operations and timely delivery of packaged food items to cater to in-flight service requirements.	
Team Members, Tim Hortons, Aurora ON (Part-time)	June 2023 – January 2024
<ul style="list-style-type: none">Ensure efficient customer service and handle cash transactions.Collaborate with team members and management to maintain a high-paced, customer-focused environment.Resolve challenges and adapt to a fast-paced, demanding setting.Demonstrate adaptability and a positive attitude to ensure customer satisfaction.	
Music Producer (Freelancing)	2017 – Present
<ul style="list-style-type: none">Work closely with artists to understand and bring their ideas to life.Use skills to make good music in different styles.Run a business while making music, finding clients and managing money.	

Volunteer Experience:

Member Services Volunteer, Ramgarhia Sikh Society, North York, ON	June 2023 - Present
<ul style="list-style-type: none">Actively participate in community service initiatives and engage in Sewa.Collaborate with fellow volunteers to assist with events and ceremonies, efficiently handle any challenges.Maintain a positive attitude and adaptability in various community service tasks.Promote a sense of unity and inclusivity within the community.	
Tuition Teacher, Nehianwala, Bathinda, Punjab, India	April 2017 - March 2023
<ul style="list-style-type: none">Offered personalized tutoring services, adapting to various student needs.Actively addressed challenges in students' understanding and provided effective solutions.Maintained a calm and supportive environment for optimal learning.Demonstrated strong problem-solving skills to enhance students' academic achievements.	

Certifications & Licenses:

Accessibility for Ontarians with Disabilities Act (AODA)	Canada	2023
Worker Health and Safety Awareness	Canada	2023
Standard First Aid with CPR C and AED	Ontario	2023 - 2026
Security Guard Licence	Ontario	2023 - 2025

Availability:

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday	Full-Time Available
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