

# ATHIRA AJAYAN

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## **OBJECTIVE**

An energetic student looking for a full-time job acquires knowledge and skills to complement what I have learnt in an actual job environment. I offer my sincere services to contribute my knowledge and skills to be an asset to your company.

## **SKILLS**

- Adaptable and Quick learner
- Critical thinking
- Time management
- Problem solving
- Decision making abilities
- Strong interpersonal skills
- Computer skills (Microsoft office)

## **EXPERIENCE**

**Team member/Gino's Pizza, Kitchener, Ontario**

2022 Nov 15- 2022 Dec 15

- Taking orders of customers and cash handling
- Handling Kitchen
- Giving the best customer experiences and services
- Recording products as per usage
- Receive and store supplies in freezer and other storage areas
- Cleaning and sanitizing Kitchen and other work surfaces
- Greeting and assisting customers in a friendly manner

**Production line worker/Erie Meats, Listowel, Ontario**

2022 Sep 19- 2022 Oct 29

- Worked on a production line, Packing of meat products as per the direction of the shift supervisor.
- Worked without direct supervision when tasks are given.
- Followed health and safety guidelines as established by the factory for creating a safety work environment.

- Packing, sorting, or placing of cooked, frozen, or raw products.
- Handled different meats such as beef, pork, chicken etc.
- Worked in a cool and fast-paced environment.

**Estimation Engineer/Puthooppallil Builders, Kerala, India** 2020 Oct 01- 2022 Jan 31

- Carefully reviewed scope of each project and other factors that will affect the cost of the project.
- Calculated cost for material requirements and the labor cost.
- Conducted meetings to discuss factors that affected the estimated cost and bids.
- Managed the updating of data and cost database entering.
- Tracked the actual cost of the project through project development.
- Read blueprints, construction drawings, etc. in order to plan time, materials, and cost estimates.

## **EDUCATION**

- **PROJECT MANAGEMENT**  
Conestoga college, Kitchener, Ontario, Canada 2022 Sep - Present
- **B. TECH CIVIL ENGINEERING**  
MES CET, Ernakulam, Kerala, India 2016 - 2020

## **AVAILABILITY**

MONDAY	-	Full Time
TUESDAY	-	Morning to 5.00 P.M
WEDNESDAY	-	6.00 P.M to Closing
THURSDAY	-	Morning to 2.00 P.M
FRIDAY	-	4.00 P.M to Closing
SATURDAY	-	Full Time
SUNDAY	-	Full Time

## **REFERENCE**