

## CHIRAG GARG

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### PROFILE SUMMARY

A diligent and hardworking student, looking for a co-op in the IT field. I am always prepared to learn new things and gain new experiences. I am passionate to work in an environment where I get to develop my skills and improve myself. I do my best to help people and usually try to keep communications open to achieve mutual understandings. I am open to opinions and encourage constructive criticisms.

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### EDUCATION

#### **Seneca College**

2022 - Present

Computer Programming and Analysis • Toronto, Ontario

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### EXPERIENCE

#### **Paragon Security**

2022 - Present

Security Guard • Scarborough, Ontario

~ Ensuring employees have identity verification and that unauthorized people cannot enter the workspace without guest passes or other credentials

~ Monitoring video surveillance for any unusual activity in locations around the office

~ Educating staff on proper security procedures and requirements

~ Performing routine inspections of specific areas

~ Communicating with local enforcement about any incidents and ensuring local and federal security compliance

~ Preventing criminal activity or detaining suspects who they find stealing, damaging property, or performing other crimes

**Tim Hortons**

2022 - Present

Team Member/Cashier • Toronto, Ontario

- ~ Maintained high standards of customer service during high-volume, fast-paced operations.
- ~ Communicated clearly and positively with co-workers and management.
- ~ Mastered point-of-service (POS) computer system for automated order taking.
- ~ Handled currency and credit transactions quickly and accurately.
- ~ Followed procedures for safe food preparation, assembly, and presentation.
- ~ Assisted management with inventory control and stock ordering.
- ~ Built loyal clientele through friendly interactions and consistent appreciations.
- ~ Resolved complaints promptly and professionally.
- ~ Cross-trained and coordinated scheduling with team members to ensure seamless service.
- ~ Took initiative to find extra tasks when scheduled duties were completed.

**Allied Universal**

08/2022 - 09/2022

Event Guard • Scarborough, Ontario

- ~ Conduct access control.
- ~ Observe and report signs of suspicious or criminal activity
- ~ Observe and report suspicious persons on site
- ~ Observe and report suspicious packages on Site
- ~ Observe and report suspicious vehicles on Site
- ~ Observe and report persons loitering on Site
- ~ Control alcohol from exiting your bar area boundaries
- ~ Observe patrons for over served / intoxicated individuals as per Liquor License Act.
- ~ Assist, staff, and volunteers with directional advice (e.g., first aid stations, Lost children, site information)

- ~ Respond to emergencies
  - ~ Ensure safe egress of all pedestrian traffic
  - ~ Document and report any irregularities, safety concerns, crowd control issues
  - ~ Other duties as required by the on-site supervisor's
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## **SKILLS**

- ~ Experience with Microsoft Office, Google Suite, and Apple iWork
  - ~ Customer service
  - ~ Strong written and verbal communication skills in English
  - ~ Good with Time Management, Prioritization and Strategic Planning
  - ~ Multitasking and Problem Solving in high paced environments
  - ~ Quick Learner with Critical Thinking skills
  - ~ Punctual, Adaptive and ability to perform well under pressure
  - ~ Strong customer handling and communication skills
  - ~ Ability to work under pressure
  - ~ Positive team player
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## **TECHNICAL SKILLS**

PROGRAMMING LANGUAGES	C, C++
DATABASE MANAGEMENT	Oracle 12c, MySQL
DESIGN AND IDE TOOLS	MS Office, MS Visual Studio, MS Visual Code
OPERATING SYSTEMS	Windows, Linux
WEB DEVELOPMENT	HTML5, CSS3, JavaScript, GIT

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## **INTERESTS & ACTIVITIES**

- Volunteering and community involvement
- Blogging
- Marketing
- Travelling
- Sports
- Listening to music

