

# MEET PATEL

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Address: 1760 Madison Avenue, Greater Sudbury, ON, P3A 2P2.

As an experienced maintenance and management professional, I possess a detail-oriented and proactive approach to ensuring smooth operations and top-quality service. With a strong analytical mindset, I am able to effectively assess situations and make informed decisions to optimize processes and prevent issues. My resourceful and collaborative nature has led to successful project outcomes and satisfied clients.

## EXPERIENCE:

### OCTOBER 2023 – PRESENT

#### FOOD SERVICE SUPERVISOR: PITA-PIT - SUDBURY, ON

- Supervise, coordinate, and manage the responsibilities of the staff in charge of food preparation, portioning, and serving.
- Estimate and make orders for the necessary ingredients and supplies needed for meal preparation.
- Develop strategies to ensure efficient adherence to work schedules.
- Keep records related to stock levels, equipment maintenance, sales, and waste management.
- Address customer inquiries, deal with concerns, and promptly resolve issues.
- Provide training sessions for employees on their job roles, sanitation, and safety procedures.
- Ensure that both food quality and service meet established quality control standards.
- Optionally, participate in the recruitment of food service personnel and contribute to the development of policies, procedures, and budgets.
- Aid in the creation and implementation of new menu items and promotional activities while calculating associated food and labor costs.

### MAY 2023 – SEPTEMBER 2023

#### FOOD SERVICE SUPERVISOR: WILD WINGS

- Supervise, coordinate, and oversee the duties of staff responsible for food preparation, portioning, and serving.
- Estimate and place orders for the necessary ingredients and supplies required for meal preparation.
- Create plans to ensure efficient adherence to work schedules.
- Maintain records related to stock levels, equipment maintenance, sales, and waste management.
- Handle customer inquiries, address concerns, and promptly resolve issues.
- Conduct training sessions for employees on their job roles, sanitation, and safety protocols.
- Ensure that both food quality and service meet established quality control standards.
- Optionally, participate in the hiring process for food service personnel and contribute to policy, procedure, and budget development.
- Assist in the creation and implementation of new menu items and promotional activities while calculating associated food and labor costs.

## **JULY 2022 – MAY 2023**

### **MAINTENANCE TECHNICIAN 3: CBRE - JLL**

- Maintain, repair, install and test switchgear, transformers, switchboard meters and regulators.
- Install, examine, replace or repair electrical wiring, receptacles, switch boxes, conduits, feeders, lighting fixtures and other electrical components.
- Troubleshoot and overhaul entire heating, ventilation, air handling, refrigeration and air conditioning systems.
- Troubleshoot, maintain and repair industrial, electrical and electronic control systems and other related devices.
- Test electrical and electronic equipment and components for continuity, current, voltage and resistance
- Maintain, repair, test and install electrical motors, generators, alternators, industrial storage batteries and hydraulic and pneumatic electrical control systems.
- Read and interpret drawings, blueprints, schematics and electrical code specifications to determine the layout of industrial electrical equipment installations.
- Conduct preventive maintenance programs and keep maintenance records.

## **DECEMBER 2021 – APRIL 2022**

### **FOOD SERVICE SUPERVISOR: BOMBAY CHAAT & PAAN - MONTREAL, QC**

- Oversee, organize, and manage the tasks of personnel responsible for food preparation, portioning, and serving.
- Estimate and place orders for the necessary ingredients and supplies needed for meal preparation.
- Develop strategies to ensure that work schedules are met efficiently.
- Maintain records concerning stock levels, equipment repairs, sales, and waste management.
- Handling customer inquiries, addressing concerns, and resolving any issues promptly.
- Provide training to staff regarding their job responsibilities, as well as sanitation and safety protocols.
- Guarantee that both the food and service meet established quality control standards.
- Optionally, participate in the recruitment process for food service personnel and contribute to the formulation of policies, procedures, and budgets.
- Assisting in the development and implementation of new menu items and promotional activities and calculating associated food and labor costs.

## **MAY 2021 - JUNE 2022**

### **MANUFACTURING TECHNICIAN: PROMARK ELECTRONICS - MONTREAL, QC**

- Develop a course of action for an assembly to assist in the creation of work instructions. Assemble electrical and electronic systems and prototypes according to engineering data, engineering drawings, technical instructions and knowledge of electronics principles, using hand tools and measuring instruments.
- As a Project Leader manages electrical engineering projects and operations within an organization. Implements and maintains policies and procedures for designing, testing, installing, and maintaining electronic equipment or devices
- Test and ensure the build quality of electrical and electronic components of wires according to engineering testing standards, technical requirements and electronics reference manuals.
- Analyze and interpret test reports to simplify design-related problems.
- Assist in other continuous improvement activities to enhance performance and processes.

- Assist in establishing optimal design layouts for production.
- Oversee panel and cable harness assembly and complete process paperwork.
- Interpret engineering drawings, schematics, diagrams and technical orders to determine methods and sequences of assembly.

#### **SEPTEMBER 2020 - APRIL 2021**

##### **PRODUCTION - INVENTORY COORDINATOR: GOOD FOOD MARKET LTD - MONTREAL, QC**

- Managed all related documentation and records for the department
- Investigated and resolved variances in inventory counts on a monthly basis
- Supervised inventory cycle counting processes, including accounting and surplus records, product damages and product returns.
- Accomplishes department objectives by managing staff; planning and evaluating department activities.
- Recorded information, shortages and discrepancies to keep records current and accurate.
- Hands-on experience with PLC and ERP software.
- Completed scheduled audits with an efficient and accurate approach.
- Performed data entry and completed paperwork.
- Record and monitor inventory levels. Completed audits to address inaccuracies.

#### **JUNE 2017 - NOV 2018**

##### **FOOD SERVICE SUPERVISOR : SUBWAY - VADODARA, INDIA (30 Hours/week))**

- Supervise, coordinate, and manage the responsibilities of the staff in charge of food preparation, portioning, and serving.
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- Develop strategies to ensure efficient adherence to work schedules.
- Keep records related to stock levels, equipment maintenance, sales, and waste management.
- Address customer inquiries, deal with concerns, and promptly resolve issues.
- Provide training sessions for employees on their job roles, sanitation, and safety procedures.
- Ensure that both food quality and service meet established quality control standards.
- Optionally, participate in the recruitment of food service personnel and contribute to the development of policies, procedures, and budgets.
- Aid in the creation and implementation of new menu items and promotional activities while calculating associated food and labor costs.

#### **JUNE 2017 - NOV 2018**

##### **DESIGN ENGINEER & QUALITY ASSURANCE: PRAKASH ENGINEERING WORKS PVT LTD - INDIA**

- Supported engineering design development through analysis and simulation of prototypes and 3D computer models.
- Planned and evaluated results of design analysis, modeling and experiments.
- Created CAD models and drawings for the machine operator and performed 2D designs.
- Tested models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- Coordinated technical requirements, scheduling and solution development for engineering design and test issues.
- responsible for the overall management of the mechanical engineering department, including both administrative and technical aspects

## EDUCATION:

**FEB 2019 - APRIL 2021**

**Post Graduate Diploma in Computer Aided Designing & Drafting:** Herzing College – Canada.

**JUNE 2013 - MAY 2017**

**Bachelor of Mechanical Engineering:** Government Engineering College - Gujarat, India.

## Software Skills:

**Operating Systems:** - Windows, Linux (Kernel), MacOS

**Documentation:** - Software Requirement Specification, Software Quality Assurance Plan

**Cases Concepts /Tools:** - MS Project, MS Office, MATLAB, Power Word Simulator

AutoCAD Proficiency Mechanical	SolidWorks
Inventor	AutoCAD (Civil)
Survey Design	Regulatory Compliance Assurance
Solid Edge	Revit

## CERTIFICATIONS:

- Qualified Electrical Worker
- SafeCheck Advanced Food Safety & Management
- ISO 9001 Quality Management System Auditor.
- Lean Risk Analysis Evaluation and Assessment.
- Implementing Failure Mode and Effects Analysis (FMEA)
- Implementing APQP, Control Plan and PPAP
- Quality Core Tools - Connect the Dots ELearning
- Statistical Process Control E-learning
- Measurement System Analysis (Inventory Management)
- Fall Protection
- First AID & CPR Training
- WHIMS
- Pro Serve