

Rutvik Rudani
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CAREER OBJECTIVE

Laurentian University student with excellent customer service, public interaction and problem-solving skills seeking employment in your organization where I can contribute my skills, experience and knowledge.

HIGHLIGHTS OF QUALIFICATION AND SKILLS

- Excellent written and verbal communication skills
- Empathetic listener and persuasive speaker
- Technical skills: Microsoft Excel, Word, PowerPoint, AutoCAD and MS Project
- Adaptable in any environment and a team player
- Problem-solving and attention to detail
- Ability to stand for extended time
- Cash Handling
- Languages- English, Gujarati, Hindi

EDUCATION

Master of Engineering Science	September 2022 -Present
Laurentian University	Sudbury, Ontario

B. Tech Engineering	September 2017 to April 2021
Charusat University	Gujarat, India

RELEVANT EXPERIENCE

Sandwich Artist	September 2022 – March 2023
Subway	Laurentian University, Sudbury

- Operated the sales register consistently and effectively.
- Consistently provided friendly customer service and warm, inviting hospitality.
- Quickly addressed customer concerns and grievances.
- Provided excellent customer service while interacting with customers.
- Maintained high standards of customer service during high-volume, fast-paced operations.
- Built loyal clientele through friendly interactions and consistent appreciation.
- Accurately and quickly managed currency and credit transactions.

- Met and maintained all health regulations.
- Communicated openly and honestly with the management team during each shift to ensure it ran smoothly.
- Prepped items for later use to save staff time during busy hours.

Cashier

Tim Hortons

September 2022 – March 2023

Algonquin Road, Sudbury

- Provided exceptional customer service by greeting customers, taking orders, and preparing food and drinks in a fast-paced environment.
- Maintained a clean and organized work area, including restocking supplies, washing dishes, and cleaning equipment.
- Operated cash register and handled cash transactions accurately and efficiently.
- Collaborated with team members to ensure smooth operations and timely completion of tasks.
- Demonstrated strong communication and problem-solving skills to resolve customer complaints and address team issues.
- Trained new team members on company policies and procedures to ensure consistency in service and quality.

Land Survey Technician

R.M. Belanger Limited

March 2023- Present

Chelmsford

- Conducting topographic, construction, and boundary surveys to support the accurate planning and execution of construction and mining projects.
- Record measurements and other information obtained during field survey activities.
- Determine precise geographic locations using global positioning systems (GPS) equipment.
- Analyze latitude, longitude and angles and compute trigonometric and other calculations to plot features, contours, and areas to a specific scale.
- Prepare detailed drawings, charts and plans and survey notes and reports.
- Collaborating with project managers, engineers, and other team members to provide precise survey data for decision-making and project coordination.

REFERENCE:

- Available on request.