Vandan Ghori

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# Skills

. Technical Support and Assistance . Customer Service Skills

. Order and Rental Processing . Communication Skill

. Call Documentation . Time Management

. Microsoft Word, PowerPoint, and Excel . Teamwork and Speed

. Upselling Products and Services . Safety Skills

# Experience

*Computer Desk, Sep 2020 – July 2022 Father Diamond office Surat , Gujarat*

* Managed a business client at office
* Prepared a excel sheets at office related to business and names of our client
* Managed a complete chart related to our profit, loss and total revenue
* Managed a Meetings and Exhibitions to sale a Diamonds

*Dietary aide, Sep 2020 – July 2022 Swaminarayan BAPS Temple Surat , Gujarat*

* During Covid-19, I went to dietary during weekends to serve a food to needy people
* Served food to residents according to individual diets and preferences. Observed time limits for meal serving. Maintained food at proper serving temperature.
* Assisted Cooks to clean and prepare such uncooked food as salads, vegetables, and fruits. Followed basic instructions while preparing such simple foods as breakfast items, basic desserts, and garnishes.
* Cleared plates and trays, loaded and operated dishwasher. Cleaned pots, pans, and cooking utensils as per procedure
* Participated in proper storage and labeling of dietary supplies and food, including leftovers.
* Adhered to established departmental policies, procedures regarding quality assurance, fire, safety, environment, and infection control.
* Assembled nourishment carts. Stocked unit kitchenettes.

*Computer Language, Flutter March 2021 – June 2021*

*Woxxin Solution Pvt.Ltd Surat, Gujarat*

* Learned a flutter language to get an experience regarding computer field
* It helps me to learn to develop a Mobile Application and Web site
* It is difficult to learn still it was very excited to learn something new
* I also learned a Dart language related to flutter

*Key Holder, Supervisor January 2023*

*Rexall Sudbury, Ontario*

* As a key holder supervisor, I opens and close a store and also performs other administrative duties in a retail setting.
* I assist a customer when he or she needed, making sure the store is perfectly organized, neat and tidy also ensure the alarm system and heating system is working properly.
* Provides leadership support and help to run the store when managers are away.
* Understands store sales plan and company sales goals and helps drive sales by increasing key performance indicators*.*
* Collaborate with staff on meeting for daily goals Also, Provides a exceptional customer service to the customer.
* I am handling a lot of responsibility at the store as a supervisor and also performing well for my current position.

# Education

*Diploma of Computer System Technician April 2024*

*Cambrian college of Arts and Technology Sudbury,Ontario*

# Availablity

Monday - Anytime

Tuesday - Anytime

Wednesday – Not Available

Thursday – Anytime

Friday – Anytime

Saturday - Anytime

Sunday – Anytime