Dhairya Brahmbhatt

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39 Vanwart Dr, Scarborough, Ontario, M1G 1G6

OBJECTIVE

Inquisitive, energetic computer science specialist skilled in leadership with a strong foundation in math, logic, and cross-platform coding. I am seeking to leverage solid skills in collaboration, communication, and development as an administrative assistant.Passionate about analyzing service and product lines to maximize revenue. Have a B.A in Business Management. Skilled financial analysis, risk analysis, and pay great attention to detail.

EDUCATION

Software Engineering Technician   Sep 2022 - Apr 2023
Centennial College • Scarborough

Business Anlaysis   Sep 2021 - Apr 2022
Seneca • Scarborough

- **Relevant Courses:** Operations & Digital Business, Decision Making, Accounting and Finance Fundamentals, Analysing and Managing Information, Global Business Environment, Global Strategic Management, Innovation and Creativity
- **GPA** : 3.6
- Strong analytical skills, ability to identify problems, research issues, and provide solutions.
- Take ownership of projects from beginning to end. Is an autonomous worker who specializes in completeness and accuracy.

Bachelor's Of Computer Applications   Jul 2017 - Jun 2020
Charusat Changa • Nadiad, India

- GPA : 7.3
- Extracurricular project: Built a working robotic arm using Raspberry Pi and c#.
- Wrote a popular column on coding for the school paper.
- Favorite area of study: Relational Database Management Systems.
- Built and maintained a working customer database, order system, and picking and packing system with MySQL, complete with error handling and data validation.

SKILLS

Professional development completed in Tableau, SAS Techical Support, Administrative support, Error detection,   Identifying errors, Programming languages: C#, Java, Python, Android Studio and SAS.

WORK EXPERIENCE

Administrative Assistant Accountant.   Apr 2022 - Present

Daymak Inc. • Scarborough, Ontario

- Helped to pull out information from the company database for payroll research projects.
- Often called on to do research projects using the company's database for management.
- Maintain the tax accounting system, the securities database, and the electronic funds transfer process.
- Daily use of Excel Analytics & QuickBooks.

Testing Service Coordinator   Jan 2022 - Present
Occu-Med Health Services Inc. • Toronto

- The Testing Service coordinators provide administrative support for employee testing programs (like medical surveillance and COVID testing)
- Check-in the employees to be tested (and add new employees to our database, where applicable)
- Assist with the coordination of the testing - managing the flow of people into the testing program
- Maintain list of employees tested and complete reports at the end of each testing session

Vaccine Community Clinic Assistant   Oct 2021 - Jan 2022
The Regional Municipality of York • Toronto

- Store completed documents in appropriate locations.
- Locate and correct data entry errors, or report them to supervisors.
- Maintain logs of activities and completed work.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

PROJECT'S UNDERTAKEN

- Teochnology of Hand Gesture Controlled Robotic ArmArduino with C Programming Squad was used. The plan is to use motion and bend sensors to detect my hand movements. My robotic arm has four servo motors, so I require four inputs for control. I decided to combine the two arm extension servos, so I'll only be utilising three inputs instead. These inputs are then wirelessly forwarded to the robotic arm.
- DataBase Management Technology is the name of the application that was developed. Used: Visual Basic. Description: The aim was to develop an application that can be used to store data in it as well as have a login page that can store credentials as well as text boxes that can create new credentials for a new login.