

SAKSHI SAKSHI

4 Armitage Place, Brampton, ON L6W4M7
+1 6478862411 ghera.sakshi@gmail.com

A passionate, responsible, and disciplined individual with sharp intellectual skills who is always eager to learn new things and challenge her own limits to create value in people's lives.

WORK EXPERIENCE

Event Security Guard

08/2023 to Present.

Shield Security Services

- Patrolled assigned areas and monitored premises to prevent unauthorized access and maintain security.
- Maintained accurate and detailed reports of daily activities, incidents, and any unusual occurrences.
- Provided excellent customer service by offering assistance, answering questions, and addressing concerns in a professional and courteous manner.
- Demonstrated strong observation skills and remained alert to identify and prevent potential security breaches.

Restaurant General Manager

05/2023 to 07/2023

Church's Chicken Restaurant
Cambridge, Ontario, Canada

- Supervised and trained restaurant staff, ensuring efficient and cohesive teamwork.
- Delivered exceptional customer service, addressing, and resolving inquiries and concerns promptly.
- Maintained high cleanliness and hygiene standards throughout the establishment.
- Monitored financial performance, tracked sales and expenses, and implemented strategies to maximize profitability.
- Oversaw inventory management, placing orders, and optimizing stock levels.
- Created and maintained staff schedules, optimizing coverage, and managing time-off requests.
- Conducted timely investigations and made immediate decisions and found solutions to keep the restaurant running smoothly.

Concierge

02/2023 to Present.

Productive Security

- Managed access control and maintained a secure environment by monitoring entrances, verifying credentials, and effectively controlling visitor traffic.
- Collaborated with security personnel to implement and enforce safety protocols, contributing to a reduction in security incidents.

- Conducted thorough security checks and inspections of incoming packages, and individuals, proactively identifying, and addressing potential threats.
- Responded promptly to emergency situations, effectively communicating with emergency services and guiding guests and staff to safety, showcasing strong crisis management skills.

SKILLS

Multilingual (English, French (Basic), Punjabi, and Hindi)

Expert in using MS Word and PowerPoint.

Touch typing. (Typing speed: 30 words per minute)

Proficiency in programming languages like C, C++, Python, JavaScript, and SQL.

Teamwork, Multitasking, Computer Skills, Surveillance, Investigation, Security Awareness, Time-management, Customer service, excellent communication skills, and Critical thinking.

EDUCATION

Seneca College

Computer Programming Diploma (2 years)

Toronto, Canada

01/2023 TO 05/2024.

Greenland Sr. Sec. Public School

High School Diploma in Nonmedical stream (Physics, Chemistry, and Mathematics)

Ludhiana, Punjab, India

03/2020 to 05/2021

Harvard University

CS50x (Introduction to Computer Science using C) Cambridge,

Massachusetts

06/2022 to 09/2022

LICENSES AND CERTIFICATIONS

- **RGM Certificate, Church's Chicken Restaurant**
- **Food Safety Certificate**
- **Ontario Security Guard License**
- **CPR First-Aid Certificate**