# **JATIN SINGH TAADIYAL**

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**PERSONAL STATEMENT**

Highly motivated and detail-oriented professional with strong problem-solving skills and a commitment to delivering excellent service. Experienced in customer interactions, administrative support, and team collaboration in fast-paced environments. Proficient in handling transactions, managing records, and ensuring operational efficiency. Quick learner with adaptability to new processes, technologies, and responsibilities. Also interested in research and insights, with strong ability to analyze information and provide constructive feedback. Seeking opportunities to contribute effectively to a customer-facing, administrative, or research role.

**EDUCATION & QUALIFICATIONS**

**Auckland Institute of Studies, Auckland, New Zealand**

*Bachelor’s in information technology* (January 2023 – December 2025)

*Majors- Software Development*

**SKILLS**

* Analytical thinking & problem-solving
* Strong communication & teamwork
* Adaptability & Continuous Learning
* **Attention to Detail & Organizational Skills**
* Leadership & Team Management
* Technical Proficiency
* Time Management & Multitasking

**WORK EXPERIENCE**

**Armourguard, Auckland**

*Cashier and Data Entry Officer* (December 2025 – Present)

* Process and verify cash transactions, ensuring accurate deposits into personal and business accounts.
* Operate and maintain BPS M7 and C5 cash-processing machines to efficiently count and sort currency.
* Maintain transaction records and ensure data accuracy for reconciliation and compliance purposes.
* Utilize digital systems for data entry, reporting, and financial processing while adhering to security protocols.

**Carl’s Jr., Auckland**

*Shift Leader* (Nov 2023 – Jan 2025)

* Managed point-of-sale (POS) systems, cash handling, and drive-thru operations while maintaining accuracy and efficiency.
* Provided clear and effective communication with customers and team members to ensure smooth operations.
* Led a team to maintain a clean, efficient, and customer-focused environment.

**Pizza Inn, Auckland**

*Shift Leader* (May 2023 – Jan 2024)

* Trained and mentored new employees, fostering a productive and knowledgeable team.
* Managed inventory, stock counting, and order placements to optimize operational efficiency.
* Ensured adherence to health, safety, and compliance standards, addressing customer concerns and ensuring satisfaction.

**REFERENCES**

Available upon request.