# **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. Seeking opportunities to contribute effectively to a customer-facing or administrative 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 and problem-solving
* Strong communication and teamwork
* Adaptability & Continuous Learning
* **Attention to Detail & Organizational Skills**
* Leadership & Team Management
* Technical Proficiency
* Time Management & Multitasking

**WORK EXPERIENCE**

**Armourguard, Auckland**

*Cashier* (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.