

Jimit Thakkar

35, Jansusie Road Apt 112, Etobicoke M9W 4V4
Cell: 416-371-2349 Home: 647-920-5598 Email: jimitmthakkar@gmail.com

Objective: • Looking a part time job

HIGHLIGHTS OF QUALIFICATIONS

- Very Efficient Reliable and etiquette Individual
- Proficient with Microsoft Word, Excel, PowerPoint and All Internet Browsers
- Experience working in fast paced environments and working well with others
- Ability to speak multiple languages

WORK/ VOLUNTEER EXPERIENCE

Rexdale Community Health Centre (Contract-Work) IT Student Assistant, Toronto ON <ul style="list-style-type: none">▪ Deploying computers to the clients' offices/desks.▪ Installation of software, password set up, desktop personalization and other setup as per user requirements	June 2018 - July 2020
Pizza Hut (Weekend – Work) Team Member, Toronto ON <ul style="list-style-type: none">▪ Serving and preparing customers' orders▪ Customer service duties include taking orders, answering questions, and ringing out customers on the cash register.▪ Responsibly for maintaining clean work environment.	Nov 2017- Nov 2019
OSL Retail Inc. – Walmart (Contract-Work) Assembly and Merchandising Sales Representative, Vaughn ON <ul style="list-style-type: none">▪ Customer service duties include showing different bikes, explaining features, answering questions.▪ Assembling, fixing and organizing bikes and cleaning	April 2018- July 2018
Dollar Tree (Part Time - Work) Store Setup Assistant, Toronto ON <ul style="list-style-type: none">▪ On call basis employment, maintaining store cleanness▪ Organizing store products, cleaning and updating store products	2015-2016
Toronto Public Library (Volunteer) Display Assistant <ul style="list-style-type: none">• Assisted with displaying• Organized books assisted customers	2014-2015
Foodie Festival Registration Desk Assistant (Volunteer)	2015

AWARDS/ ACHIEVEMENTS

Extra ordinary contribution to Foodie festival	2015
Youth Advisory Group Appreciation Certificate,	2014
Challenge the World: Ontario Youth Volunteer Challenge Recognition Award	2014

EDUCATION

Computer Science, B.Sc. York University, Toronto ON	2017- Present
Ontario Secondary School Diploma Thistletown C.I., Toronto, Ontario	2013-2017

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References Available Upon Request