
KHUSHBOO SAKERVALA

Address: 64 Stonehenge Crescent, Scarborough, ON M1G 2P6

Mobile: (416) 457-7884 **E-mail:** s_khush@ymail.com

OBJECTIVE

- To serve the organisation with all my technical abilities and managerial skills with immense dedication to enhance my growth profile within the organisation.

EDUCATION

- Software Engineering Technology, Centennial College, Toronto, CA Jan 2018 - Present
- Bachelor of Computer Application, St Xavier's College, Gujarat, India June 2014 - Apr 2017

TECHNICAL SKILLS

- **Software:** Microsoft Office (Word, Access, PowerPoint, Excel, Visual Studio, Visio)
- **Operating System:** Microsoft Windows, Linux.

PROFESSIONAL EXPERIENCE

Post Office Clerk & Cashier

January 2018 – Present

Shoppers Drug Mart

- Handled cash including the selling of money orders, money gram, student loan, stamps and all different mail/parcel services.
- Assisted with the maintenance of Regional Post Office inventory and ensured the security of mail and cash.
- Addressed inquiries and resolved complaints regarding the postal service.

AWARDS, CERTIFICATES & INTERESTS

- Certified Yoga Instructor Training Course from Lakulish University, India.
- Only recipient of Toxa Prize for Deserving Student of Computer Science department amongst 500 students considered in St. Xavier's College.
- Ranked 1st amongst 160 students in College and 4th in all of State in the 2nd academic year of BCA (Bachelor of Computer Application) at Gujarat University.
- Certificate of Achievement under Student Research Programme at St. Xavier's College for researching stress prevailing in students age 16 to 20.
- Ranked 5th amongst 250 participants citywide in Maa Saraswati Painting Competition.
- Ranked 3rd in NIE Essay Writing competition conducted by The Times Of India.
- Interests include technology, volunteering, painting and sports – Badminton, Volleyball.