

# LAKSH ASIJA

6 Pettibone Square, Scarborough, M1W 2J2.

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You will find me to be a resourceful and self-motivated individual, with the ability to work within a team environment and communicate effectively at all levels. I bring an enthusiastic, diligent and dedicated attitude together with the ability to adapt readily to varying job demands.

## EDUCATION

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- Currently studying in Seneca College, Newnham Campus, **Computer Programming**
- Completed my high school from G.D. Goenka Public School, Delhi

## WORK EXPERIENCE

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- October 2021 – April 2022
- Organization – Master Capital Services Ltd. Delhi (India) as an Arbitrageur.
- Tim Hortons – 4 months experience as a team member and Baker

## PROFESSIONAL SKILLS

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- MICROSOFT WORD, POWERPOINT AND EXCEL.
- WINDOWS ADMIN SKILLS
- EXCELLENT COMMUNICATOR
- QUICK LEARNER
- MULTI-TASKING
- POLITE WITH CUSTOMERS
- GOOD PRESENTATION SKILLS
- STRONG PLANNING AND CRITICAL THINKING SKILLS
- STRONG PROBLEM SOLVING SKILLS

## VOLUNTEER EXPERIENCE

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- Volunteered at School.
- Participated in school's sports team and won several tournaments

## LANGUAGE COMPETENCIES

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- English: Fluent (speaking, reading, writing)
- Hindi: Fluent (speaking, reading, writing)

I would appreciate the opportunity of an interview to discuss my qualification in great detail and can be reached at the above telephone number to arrange an appointment at a mutually convenient time.

Thank you for your time and consideration. I look forward to hear from you.

