RAGHAV MALHOTRA

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EDUCATION

Seneca College (North York, ON)   Expected Graduation Date: August 2024

Advanced Diploma: Computer Programming and Analysis   Grade: 3.9

Manav Sthali School (New Delhi, INDIA)   Graduation Date: July 2021

High School: Science (Non-Medical)   Percentage(Grade 12): 92.4%

EXPERIENCE

Educational Assistant, Seneca College – North York, Canada   June, 2022 – Present

- Attend lectures in person or virtually with students and help them stay focused and on task.
- Repeat and clarify professor instructions and help students formulate questions.
- Take down information on homework, assignments, and tests.
- Encourage demotivated students and model correct classroom behaviour to disruptive ones.
- Help students with physical disabilities open books and study tools and navigate from classroom to classroom.

SMILE Peer Mentor, Seneca College – North York, Canada   June, 2022 – Present

- Counsel students who are dealing with various problems in their college life.
- Help new students make the most of their college life by giving them advice based on my experience.

Customer Service Representative, Farm Boy – Toronto, Canada   June, 2022 – Present

- Handle customer relations such as guiding them where the particular item is present in the store, complaints regarding any product, or any other issues.
- Ensure that the customer satisfaction is at its fullest by talking in a friendly and respective manner.
- Make Sandwiches and yogurts in the chef department and stock the stuff on shelves and order stuff which gets finished.

Data Entry Associate, Up To Date Agencies – New Delhi, India   January 2020, December 2021

- Managed the invoices for payments and update invoice details accordingly.
- Managed and organized records and files.
- Accurately enter data within various software programs such as Microsoft excel.

Team Leader, Manav Sthali School - Code Camp - New Delhi, India   January, 2021 – March, 2021

- Implemented the working of an airlines in which the user can view, edit and search different flights through the flight number, gate no. of arrival or departure, and the name of the airlines.
- Used binary and text files to save and display the data.
- Used functions to make the program more systematic and organized.
- Imported pickle to store the python object into the database by converting it to byte stream.

Tutor, United Colours of Humanity (The Literacy Project) – New Delhi, India   March, 2020 – April, 2020

- Taught basic mathematics and general awareness topics to children
- Developed productive after class activities for children to reinforce positive learning.

TECHNICAL AND QUALITATIVE SKILLS

- **LANGUAGES** – Basic knowledge of Linux, C, SQL, JavaScript, HTML, and python.
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Comfortable working in both Microsoft Windows and Mac OS.
- Outstanding organizational, multitasking, and problem-solving abilities.
- Excellent teamwork, leadership skills and comfortable in interacting with new people.
- Excellent communication skills with a focus on team-building.
- Excellent customer service skills.

PROJECTS

Python – Flight App   January, 2021 – March, 2021

- Developed a program that allows users to extract the arrival list and departure list of an airline, search the arrival and departure list by sorting through airline number, time, and gate number. Moreover, it also allow the user to add information to any of the list using text and binary files.