

Professional Summary

Hardworking student offering part-time work experience. Meticulous and detail-oriented with excellent observational, organizational and coordination skills.

Skills

- Teamwork
- Task prioritization
- Analytical thinking
- Multitasking
- Problem-solving

Experience

Carwash Attendant 01/2022 to Current

Denny's Touchfree Carwash – Mississauga, Ontario

- Inspected equipment, parts, and vehicles for cleanliness and damage.
- Scrubbed, scraped and sprayed equipment components to remove buildup and restore professional appearance.

Manager's Assistant 06/2021 to 11/2021

Heller Stern Education Consultants – Sirsa, Haryana, India

- Supported procurement activities by coordinating with manager for directions
- Handled day-to-day needs and special projects with good multitasking and research skills.
- Responded to and directed incoming calls and other communications.

Volunteer 05/2021 to 05/2021

Pareek Navyuvak Mandal – Rajasthan, India

- Assisted with planning, coordination, and logistics of community impact events.
- Coordinated food, clothing and household items for disadvantaged individuals and families.

Education

Undergraduate Diploma: Computer Programming Aug 2023

Seneca College - Toronto , Ontario

Availability

20 hours/week

- Mon, Wed, Thu, Fri: 3pm-5 am
- Tue , Sat, Sun: Full-Time