

MEHAK GROVER

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FRONT DESK ASSOCIATE

OCTOBER 2022 – JANUARY 2023

EXECUTEK INTERNATIONAL

- Greeting residents, visitors, realtors and prospective buyers
- Performing daily desk duties and updating everything to assigned property manager
- Booking elevators and taking charge of security deposit cheques of residents
- CCTV surveillance and regular interior and exterior patrol
- Sorting and assembling packages, mails and deliveries
- Solving issues related daily and overnight parking permits for visitors

SECURITY GUARD

MAY 2022 – SEPTEMBER 2022

SECURTRUST PROTECTION

- Sports event, music concert, corporate event
- Direct guests to seating, services, and in case of emergency
- Enforce local, state, and federal laws and regulations
- Ensure guest, artist, and employee safety
- Maintain access points, open aisles, means of egress
- Monitor crowd behavior

TIM HORTONS

AUGUST 2022 – SEPTEMBER 2022

TEAM MEMBER

- Assisting, greeting, answering customer, and provide information on procedures or policies.
- Resolve customer complaints regarding sales and services.
- Maintain clean and orderly checkout areas complete journal duties, such as mopping floors and empty trash cans.
- Stocking shelves, operating the drive through window and sales register quickly and efficiently.
- Pleasantly and courteously interacting with customers.
- Maintain high standards of customer service during high volume paced operations.

Education

Expected Graduation: DECEMBER 2023

BUSINESS – COLLEGE DIPLOMA

CANADORE COLLEGE, ON

Activities: Various group activities & assignment helped to make better understanding of management & communication using MS office.

Skills

Personal Skills:

- Excellent written and verbal communication skills
- Self-motivating & problem-solving skills

Technical Skills:

- MS Office (MS Word, Excel, PowerPoint, Project)
- Emailing knowledge (Outlook & Gmail)

Proven leadership skills & ability to motivate others

- Ability to work independently or as a part of a team
- Highly organized and efficient
- Adaptive and ability work under pressure

Certifications/licenses

- Security Guard License
- First Aid and CPR Training
- Smart Serve