

# MOUTIKKUMAR PATEL

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<https://moutik7.github.io>

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## OBJECTIVE

- Planning to seek a Co-op position in the IT industry that will allow me to further expand my technical talents while contributing to your organization's goals.

## PROFILE

- Good Communication Skills; fluency in English, Gujarati and Hindi
- Believes in Teamwork
- Advanced knowledge of Computer Applications
- Complex problem-solving
- Task prioritization is the main aim
- Reliable and punctual, successfully handles fast-paced work.
- Proven willingness to take on any task to support team and help business succeed
- Ready to learn and adept new developments

## TECHNICAL SKILLS

- Efficient knowledge of Operating Systems like Windows, MacOS and Linux.
- Intermediate knowledge in Database
- Good Knowledge of web-development including HTML, CSS, JavaScript, SQL
- Knowledge of UI and UX development tools like Adobe XD, photoshop.
- Intermediate knowledge of programming languages like C, C++.

## EDUCATION

- **Diploma in Information Technology** **May 2020**  
The Maharaja Sayajiroa University, Vadodara, Gujarat, India
- **Computer Programming and Analysis** **December 2023**  
Seneca College, North York, Ontario, Canada

## PROJECTS

### Telegram Bot Deployed on Heroku

- A Python based Telegram Bot deployed on Heroku.
- Used to create an FTP server which can copy data of any file on internet to your google drive by just providing a link

## ACADEMIC PROJECTS

### Take-A-Tour

- An E-commerce website created to view and purchase tour packages online.
- Awarded Most Beautiful Design by University.
- Created with PHP, JavaScript, HTML, CSS, Bootstrap, SQL and hosted on Firebase, having large data base
- Created special access for admins as well as tour package dealers so that website is well maintained and always verified by admins.

## WORK EXPERIENCE

### Data Entry Intern

January 2021 -March 2021

#### Bank Of India (Anand, Gujarat, India)

- Assisted staff with locating important records and retrieving database information.
- Prepared professional records with cover sheets, batch labels, and proper classifications.
- Minimized errors with proper verification and classification of all data.
- Collected data for entry from multiple sources.
- Compiled reports on unusable information to deliver to manager for review and correction.
- Prepared records for document imaging and retrieval in company database.
- Used computers and [Software] to enter data and process information.
- Compiled data from sources and organized for manual or automated upload.

### Sales Associate

August 2021 -Current

#### 7-eleven (Claresholm, Alberta, Canada)

- Resolved customer concerns using strong communication and conflict management skills.
- Helped customers navigate store, complete sales, and process returns.
- Assisted customers with sales and service needs.
- Processed payments quickly and made accurate change to keep customer flow moving.
- Used feedback from customers and personal observations to better capitalize on sales opportunities.
- Discussed promotions and special offers to customers to increase sales.
- Delivered consistent service to develop customer base.
- Demonstrated selling experience in fast-paced, service-oriented retail setting.
- Adapted to changing priorities and unexpected situations.
- Maintained calm demeanour and managed issues professionally and according to company standards.

## OTHER INTERESTS

Video Games, Hiking, Travelling, Photography.