SUMMARY

A self-motivated individual with a Bachelor's degree in Information Technology, I bring a proven track record of tackling challenging assignments with proficiency, adaptability, and unwavering commitment. With a passion for continuous learning and a drive to excel, I am poised to leverage my skills and expertise to contribute effectively to dynamic environments.

# EDUCATION PROFESSIONAL EXPERIENCE

## North Island College



MANASVI THAKKAR

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1063 B, 19th street, Courtenay

Digital Design + Web Development 2022 – 2024(Present)

## Uka Tarsadia University

Bachelors of science in Information Technology 2017 – 2020

# SKILLS

Strong organizational and time- management skills

Exceptional communication and interpersonal skills

Ability to work independently and as part of a team

Detail-oriented and able to handle multiple tasks simultaneously Experience in managing budgets and handling financial documents

# CERTIFICATIONS

First Aid Certificate

Digital Marketing Certificate Customer Relationship Management certificate

## Guest Services Agent

Holiday Inn Express & Suites | 2023- Present

Check in/out guests

Taking, managing and receiving payments for the bookings

Interact with guests (written/verbal)

Manage schedule and tasks of the Housekeepers

Handles the cash flow

Generate contracts for group bookings

Manage confidential information

Generate all revenue and audit related reports

Tests the swimming pool

Provide First aid treatment to guests (If needed)

Train the newcomers.

## Customer Experience Sales floor and OMNI Associate

Walmart, Canada | 2023- 2024

Assist Customers in every possible way Prepare and dispense online orders

Resolve problems in department to make it work smoothly Handles the cash flow and transaction

Demonstrated positive approach to daily operational tasks. Worked with team members to accomplish tasks and meet targets.

## Pharmacy Assistant

Rexall Pharmacy | 2023 - 2024

Helps the pharmacists in every possible ways Manage patient's needs

Create booster packs Data entry

Arrange the deliveries for patients Refill the medicines

Handles the cash flow