

NEEL PATEL

nvpatel107@gmail.com | (647) 674 3915 | Scarborough, ON M1B 6C3

PROFILE

Ambitious and dedicated personality with knowledge of service delivery and proven multitasking abilities. Highly committed towards work and maintaining professional relationships to increase profitability and drive business results. Aspire to work for an organization that provides me the opportunity to improve my skills and knowledge to grow along with the organization objective.

EXPERIENCE

June 2019 – June 2021	Volunteer at Nature Club Gujarat, India <ul style="list-style-type: none">Helped in selling and planting trees and tools for maintaining trees and plants for global consciousness for environment.Offered each customer top-notch, personal service to boost sales and customer satisfaction by answering questions about our club's goals and addressed customer concerns.Helped customers complete purchases and join more environmental freindly programs.Greeted customers and helped with questions, selections, and purchases of stapling and tools.Sustained efficient and timely replenishment of sales floor merchandise clearly labeling items and arranging according to size and color as well as respective category.Supported loss prevention goals by monitoring shopper behavior.Aided customers and promoted sales purchases by searching inventory for items at other locations and making arrangements for shipping and delivery.
October 2021 – April 2022	Customer representative and handler of Shreeji Mall Gujarat, India <ul style="list-style-type: none">Efficient performance of role as Mall representation.Collaborated with FMCG companies for stock process.Used coordination and planning skills to achieve results according to targets set for company.Prepared a variety of different written communications, reports, and documents to ensure smooth operations.Managed team of 20 employees, overseeing hiring and training for smooth operations.Completed paperwork, recognizing discrepancies, and promptly addressing for resolution.Exceeded goals through effective task prioritization and great work ethic.

EDUCATION

May 2022 – December 2024	Advance Diploma – Computer Programming and Analysis Seneca College – North York, Toronto, ON
--------------------------	---

June 2020- June 2021	High School Elite Senior Secondary School – Gujarat, India <ul style="list-style-type: none"> · Leader of Cultural Club. · Member of Co-circular Activities & Sports Club. · Member of Nature Club. · Elected as Class Representative for Student Council of 2020. · Awarded Best Student Leader & Best Participating Student. · Presented Science Project at State level. · Relevant Coursework Completed with 86 per cent: Physics, Chemistry, Mathematics, English, Computer.

KEY SKILLS AND CHARACTERISTICS

- Advance computer skills
- Time management skills
- Problem-solving skills
- Interpersonal skills
- Multi-tasking abilities
- Adaptable & good listener
- Fluent English
- Strong communication skills
- Documentation and reporting
- Molding personality
- Detail oriented and fast learner

ACTIVITIES AND INTERESTS

Travel, adventure, painting, reading, watching movies, meditation & yoga, learning new things, exploring culture.