

Paras

906 Sheppard Ave W, North York, ON, M3H 2T5
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EDUCATION

Expected in 04/2024 **Advanced Diploma: Business Administration-International Business**
Seneca College of Applied Arts and Technology - North York, ON

03/2020 **Senior Secondary: Accounting and Business**
Swami Sant Dass Public School - Jalandhar, Punjab

PROFESSIONAL SUMMARY

I am self-motivated, a self-directed individual with a desire to both learn and teach new techniques. I take pleasure in solve real life challenges using my analytical skills and my experience in Business Management.

SKILLS

- Critical thinking
- Social Perceptiveness
- Cash Handling Accuracy
- Time Optimization
- Sales and Marketing
- Multitasking Strengths
- Verbal Communication
- Proficiency in MS Office

WORK HISTORY

Board of Director

Seneca Student Federation- Toronto, ON

03/2022- Current

- Provide leadership to the board enabling it to function as the highest decision-making body within SSF.
- Ensure that SSF's mission, vision and values are being fulfilled by acting as a link between the board, President, and Executive Director.
- Monitor progress and remain well-informed regarding the advancement of tasks, information and deliverables from the President and Executive Director.
- Develop and approve by-laws covering such topics as the selection of officers, committee structure, meetings and voting procedures, and standards of conduct.

Sales Associate

11/2022 - 12/2022

Hudson Bay - Toronto, ON

- Provided positive first impressions to welcome existing, new and potential customers.
- Prepared merchandise for sales floor by pricing or tagging.
- Increased sales by offering advice on purchases and promoting additional products.
- Maintained customer satisfaction with quick and professional handling of product returns.

Crew Member

07/2022- 10/2022

Happy Burger – Toronto, ON

- Preparing and cooking food in accordance with menu requirements and recipe instructions.
- Using kitchen appliances like fryers, grills, and ovens.
- Restocking supplies as necessary.

- Assisting with inventory control and placing supply orders as necessary

CERTIFICATION

- **Rank of Emerging in Seneca Business Principles of Responsible Management Education (PRME)**

VOLUNTEERING

- Taught the students about the basics of English at Winglish to English.
- Taught the various modules of IELTS.
- Taking the tests and correcting the mistakes of students.

