

# Paras

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## EDUCATION

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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

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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

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|-----------------------------|----------------------------|
| • Stocking and Replenishing | • Sales and Marketing      |
| • Social Perceptiveness     | • Multitasking Strengths   |
| • Cash Handling Accuracy    | • Verbal Communication     |
| • Time Management           | • Proficiency in MS Office |

## WORK HISTORY

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**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.

**Immigration Consultant** 09/2020 - 11/2021

**Scholars Destiny** - India

- Assisted clients in acquiring visas and other documents.
- Making sure the client receives true and current information.
- Advising clients about the best options.

## CERTIFICATION

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

**VOLUNTEERING** 

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- 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.