

# PRANJAL

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An enthusiastic person with highly motivated and leadership skills. Eager to learn new techniques and methodologies. Always willing to innovate new things. Ability to plan, prioritize, problem-solve, and adapt to change.

## EXPERIENCE

### **CREW MEMBER, TIM HORTON**

**SCARBOROUGH, ONTARIO | MAY 2022 – CURRENT**

- Used a register to process payments and collect cash payments for order totals, and maintained accuracy through proper billing, payment processing, and cash management methods.
- Pleasantly greeted guests at the drive-through and accepted their orders for meals and cultivated warm relationships with regular customers
- Prepared food and beverages (especially)
- Learned all required tasks quickly to maximize performance.
- Developed strong cooperative relationships with co-workers and managers.
- Resolved issues quickly to maintain productivity goals.

### **RECEPTIONIST, GTB COMPUTER EDUCATION**

**JALANDHAR, INDIA | APRIL 2021-FEB 2022**

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Confirmed appointments and updated client records as well as answered the central telephone system and directed calls accordingly.
- Greeted guests at the front desk and engaged in pleasant conversations while managing the check-in process.
- Entered customer data into the room system and updated information whenever patrons changed rooms.
- Prepared weekly employee work schedules for team members.

## EDUCATION

**EXPECTED IN AUGUST 2023**

**COMPUTER PROGRAMMING DIPLOMA, SENECA COLLEGE**

(NORTH YORK, ON)

## **SKILLS**

- Teambuilding
- Decision-Making
- Flexible and Adaptable
- Active Listening
- Multitasking Abilities
- MS Office
- Problem-Solving
- Organization and Time Management
- Excellent Communication

## **CERTIFICATIONS**

- Programming languages: - C, C++, Java, and Web Designing
- First AID & CPR License

## **AVAILABILITY**

- Monday - > 7am – 10pm
- Wednesday - > 7am – 10pm
- Saturday - > 7am – 10pm
- Sunday - > 7am – 10pm