**ANISHA HIWALE**

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| **EDUCATION:** |  |
| **Post Graduation in ICT Solutions for Business,** Confederation College Ontario Canada | **Jan 2020 – Pursuing** |
| **Bachelors in Engineering in Information Technology**, Gujarat Technological University | **Sep 2015 – Aug 2018** |
| **Diploma in Engineering in Information Technology**, Gujarat Technological University | **Aug 2012 – Aug 2015** |
| **10th Standard, GSHSEB** | **May 2011 – Jun 2012** |

**PROFESSIONAL SKILLS:**

* Strong analytical and people management skills.
* Excellent verbal and personal communication skills.
* Accuracy and Attention to details.
* Passion for constant improvement.
* Ability to take sound decisions.
* Excellent organization and prioritization skills.

**TECHNICAL SKILLS:**

* Proficient in using MsOffice Tools such as MsWord, MsOutlook, MsPowerPoint and MsExcel (Begineer).
* Comprehensive knowledge of primary development languages for instance PHP, JAVA and special talent of writing highly competent programs.
* Able to understand and implement modern operating systems and great experience of their troubleshooting.
* Excellent in presenting and make people understand.
* Deep understanding regarding software development environments and considerable talent in achieving critical solutions.
* Excellent in Project documentation.

**PROFESSIONAL EXPERIENCE:**

**Aditi Consulting Pvt Ltd Jul 2019 – Oct 2019**

**IT Recruiter Responsibilities:**

* Source and recruit candidates by using databases, social media etc
* Guided candidates and explained the profile what the client is looking for.
* Screen candidates’ resumes and job applications
* Provide analytical and well documented recruiting reports to the rest of the team
* Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule

**Client:** PIMCO, Expedia,Samsung

**Lancesoft Pvt Ltd May 2018 – Apr 2019**

**Junior Associates Recruiter Responsibilities:**

* Source and recruit candidates by using databases, social media etc
* Guided candidates and explained the profile what the client is looking for.
* Screen candidates’ resumes and job applications
* Provide analytical and well documented recruiting reports to the rest of the team
* Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule

**Client:** Qualcomm,AMD,Samsung,Thermo Fisher

**Enlighten Infosystems Aug 2017 – June 2018**

**Project Intern Responsibilties:**

* Learning about technologies and languages such as Java, HTML, MySql
* Utilizing MsOffice tools such as MsWord, MsPowerPoint for documentation and presentation purposes.
* Assisting managers and supervisors on day to day project work.
* Working on university project by seeking help and guidance from Seniors (Supervisors and Managers)

**PART TIME JOB:**

**Cashier/Sales Associate Aug 2015 – Nov**

**2019**

**Aug 2015 – Nov 2019**

**Johah’s**

**Responsibilties:**

* Meeting with suppliers, distributors and analysts. managing budgets.
* Customer Handling, guiding.
* Handling cash.
* Trying to fulfil customer requirements, by providing guidelines.

**Cashier/Floor Associate April 2020 – Present**

**Safeway, Thunderbay Responsibilties:**

* Scanning items, checking IDs when selling age restricted items, processing payments, and making change.  Stocking return items.
* Stocking and removing items.

**(Note: Will leave the job if I will get the new one as I am not getting hours from last week.)**

**Sanatizing/Cleaning May 2020 – Present**

**Modern (Client: Walmart Arthur and Dawson) Responsibitlites:**

* Sanitizing tills and checkouts.
* Sanitizing and cleaning lodge and sitting area.
* Sanitizing training rooms and manager’s office.

**ACADEMIC PROJECTS:**

**DIPLOMA PROJECT: Jun 2014 – Jun 2015**

**Title:** E-Toll Tax System

**Tools and Technologies:** PHP, HTML, CSS, JavaScript, MySQL..

**Summary:** In this project I worked in the team of 2 people. This project is totally related to the Toll Tax System. The passengers who are travelling daily get this advantage. In this the person gets the unique card so he/she can just swap it and can cross the toll tax line easily. Through this there will be no queue so it is easily manageable

**DEGREE PROJECT : Jun 2017 – Jun 2018**

**Title:** Clean and Hygienic City

**Tools and Technologies:** Java, MySQL,HTML..

**Summary:** This project is specially made for the cleanliness of society. In this Municipal Corporation work will be done totally online. And citizens have the right to complaint directly. This project is totally for the citizens. Project is helpful for both citizens and government.

**VOCATIONAL TRAINING and SEMINARS:**

**X\_Systemz**

* Details: Worked as a trainee in CREATE BASIC WEB SITE USING DIFFERENT PLATFORM for 21 days. **Seminars:**
* Regarding Entrepreneurship.
* Regarding Hacking.
* Regarding Basic Coding and Designing in Java.

**EXTRA-CURRICULAR ACTIVITIES:**

Worked in EDC (Entrepreneurship Development Cell) as a Head Manager in Parul University while pursuing Diploma. Have many achievements in debates, talks, drawings and other activities in school.

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| **CERTIFICATIONS:** |  |
| **Course on Computer Basics, All India Computer Education Programme** | **Jun 2012** |
| **NCC(National Cadet Corps), No1 Guj Air Sqn NCC** | **Jan 2011** |

**AVAILABILITY:**

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| Days | Timings: |
| Sunday: | Available full day |
| Monday: | Available from 12:00 pm |
| Tuesday: | 7:30am to 6:00pm |
| Wednesday: | Available from 1:00pm |
| Thursday: | Available full day |
| Friday: | Available full day |
| Saturday: | Available full day |