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**OBJECTIVE:**

- Seeking a position connected to business administration, banking, customer service, or finance while utilizing knowledge of general accounting procedures
  - Add value and contribute to the growth of the organization.
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**HIGHLIGHTS & QUALIFICATIONS:**

- Adept with Microsoft Office programs
  - Have Basic Shift Management Certificate.
  - Ability to pay great attention to details.
  - Ability to work in a team-based environment.
  - Self-motivated and has discipline to work independently
  - Can easily work under pressure and meeting deadlines.
  - Flexible and comfortably adapts to sudden changes.
  - Possess customers' first mindset acquired from my customer service experience.
  - Have knowledge about workplace safety, hazards in the workplace, addressing safety in the workplace, and safety management for workplace leaders.
  - Fluent in English
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**WORK EXPERIENCE:**

**Aramark Canada | CIBC Office Services – Toronto, ON**

**Mail Clerk | July 2017**

- Data entry, filing documents, and record keeping/ tracking
- Assist clients with daily requirement/ problem solving
- Contact and communicate with client via Outlook, E-mail, or phone
- Sorting and delivery mail to various high level clients
- Maintain proper use of time management skills in a fast paced environment

**Swiss Chalet & Harvey's – Scarborough, ON**

**Manager in training | March 2017 – July 2017**

- Garnisher
- Cashier
- Takeout service
- Grill and Kitchen(Line Cook)
- Drive Thru Associate

**Brazill Family Food Inc. (McDonalds) – Scarborough, On**  
**Manager | March 2012 - December 2016**

- Swing Manager: Skim and count the money in the cashier till and deposit it into the safe. Making sure the amount paid by the customers through debit, credit, or cash are equal to sales. Compare the actual sale versus the projection sale. Check the labour cost, food cost, and inventory.
- Customer Service: Delivered prompt, accurate and excellent customer service. Also handle unsatisfied customers.
- Cashier: Handled debit, credit, and cash transaction; ensuring the correct amount was charged for the item or food purchased. Prepare the cashier tills to have enough coins and bills.
- Crew Trainer: Trained 50+ new employees by showing the proper procedure. Provide station observation checklist, manage the crew, and report the complete assessment of the trainee to the upper managers.
- Teamwork: Able to work in a group with 10 or more staffs efficiently and encourage employees to work harder.
- Inventory Specialist: Count the products in the storage area and arrange it in FIFO basis. Record the counted products in the ISS.
- Food production: Followed procedures for safe food preparation, assembly, and presentation. Prepared and served food for estimate of 400+ customers daily.

**O'Shanter Development Co. Ltd. – Toronto, ON**  
**Office Clerk| June 2012**

- Filing files.
- Organizing documents.
- Data Entry
- Packaging

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**VOLUNTEER & TRAINING EXPERIENCE:**

Peer Tutoring

- Assisted students who are having a hard time in Math and ESL

Accomplished Basic Computer Technician

- Educated to handle computer assembly
- Basic computer programs (e.g. formatting, computer setup, Advanced Microsoft Excel, Microsoft PowerPoint, HTML, C++, Java Script, and basic application software).

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**EDUCATION:**

**Advanced Diploma in Business Admin – Accounting Program**  
George Brown College, Toronto, ON (2012-2015)

