

## **Resume**

Vishesh Dineshbhai Patel

18, Tait Court, Scarborough, ON, M1X 0B1

Mobile NO: +1 437 256 5541

E-mail: [patelvishesh3649@gmail.com](mailto:patelvishesh3649@gmail.com)

### **Skills:**

- 1) Visitor and Customer Relations
- 2) Delivery Coordination
- 3) Customer Complaint Resolution
- 4) Positive Attitude and Energetic

### **Experience:**

- 1) Front Desk Receptionist, Hotel Inn

Toronto, ON

February 2022 - Current

Greeted guests at the front desk and engaged in pleasant conversations while managing check-in the process.

Answered multi-line phone system to respond to inquiries and transfer calls to the correct departments and personnel.

Resolved customer issues quickly and notified the supervisor immediately when problems escalated.

Maintained files and records by implementing effective filing systems that boosted efficiency and organization.

2) Volunteer, BAPS TORONTO MANDIR

Toronto, ON

February 2022 - Current

Assisted with special events or programs.

Maintained clean, neat, and operational facilities to serve program needs.

Used strong interpersonal communication skills to convey information to others.

Supported engaging, fun, and smooth-running events by helping with organization and planning.

**Education Summary:**

1) Seneca College of Applied Arts and Technology

Computer Programming

Expected in April 2023

2) Gujarat Technical University

High School Diploma

Gujarat June 2018

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