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**Vivek  
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## SUMMARY

Flexible hard worker ready to learn and contribute to team success. Outgoing student pursuing flexible part-time employment with weekend and evening shift options. Utilizing my skill and knowledge to the best of my abilities and contribute positively to my personal growth of the organization.

## SKILLS

- Log updates
- Hardware and software updates
- Server monitoring
- Quality assurance controls
- Report generation , creation and documentation
- Equipment maintenance
- Handling Cash payments
- working well under pressure
- Responsible and reliable
- Creating while working and keep improving
- Ability to coordinate the multiple task

## EXPERIENCE

Sharma Tours and Travels

Surat, Gujarat ( India )

Assistant advisor/ Aug 2020 to Jul 2021

- Managed all aspects of tour, including representing client and events with decisive leadership and quality execution.
- Acquired tickets and fees from individuals and larger groups prior to start of tour.
- Troubleshoot and resolved execution issues, including technical problems and vendor conflicts.
- Anticipated and met client demands to run efficient and profitable tours.
- Answered questions, pointed out overlooked features and offered further details about special exhibits to educate visitors.

## EDUCATION AND TRAINING

Diploma: Computer Programming

Seneca College of Applied Arts And Technology Expected in Apr 2023

Toronto, ON

- Completed professional computer engineering
- Completed coursework in C, Java and database
- Experience in Android studio, MS office etc.
- Graduated form Gujarat Technological University

## LANGUAGES

English

Gujarati

Hindi