

KEVAL PATEL

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## PROFESSIONAL SUMMARY

Want to get every opportunity provided and want to lead my career upward direction with full utilization of hard work and experience. Highly motivated, able to multi-task and prioritize workload under pressure, as well as increasing pace as workload demands. Moreover, excellent interpersonal skills, with the ability to build rapport and develop regular relationships. Team player, noted for volunteering to work additional shifts in other departments. Able to work within a group or as an individual. I like to work with responsibility

## Education

### **July 2023 - Present Master's in INFORMATION AND COMMUNICATIONS TECHNOLOGY**

Canterbury institute of management ( CIM ) DARWIN

### **JUNE 2021 - BACHELOR OF COMMERCE**

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, KADI

## Work Experience:

### **Cleaner**

- Mulgowie farming company
- Brisbane ,Queensland ,Australia
- Perform cleaning and sanitization tasks across the farming company's facilities, including offices, barns, storage areas, and restrooms.
- Utilize cleaning equipment and chemicals safely to maintain hygiene standards.
- Dispose of farm waste and hazardous materials in compliance with environmental regulations.
- Assist in organizing and maintaining cleaning supplies inventory.
- Collaborate with fellow team members to ensure a clean and safe working environment.
- Report maintenance issues or safety hazards promptly to the supervisor.
- Follow all safety protocols and guidelines to prevent accidents and injuries.

### **Retail Assistant Dmart, kalol**

- Greet customers and make them feel welcome
- Maintain a clean, organized, and comfortable
- Be attentive to customers, providing answers to any questions
- Make recommendations
- Assist shoppers with merchandise (proper sizing, color choices, collecting items from back inventory if needed, etc.) • Ensure a good fit or the customer and the product
- Restock items that are running low and maintain proper display appearances
- Assist with inventory counts and placement of new products, including new instore or window displays

- Handle customer complaints and concerns calmly; find a reasonable solution (calling on a supervisor only when necessary)
- Keep a watchful eye for theft or mishandling of merchandise; act according to company policy
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## **Crew member at Dominos, Ahmedabad**

- Opening and closing the store
- Make the dough and starching pizzas (28 Kg's batches on weekdays, 42 kg on weekends)
- Making Pizzas & Pasta dishes and salads consistently according to customer's choice with recipes, portioning, and cooking.
- Maintain stock and order stocks thrice a week
- Organize food preparations & ready prep stock in a cool room
- Organized Deliveries for drivers according to time and distance away.
- Making rosters and hiring and training new staff and drivers
- Create solutions for stress-reduced working systems in busy times
- Do daily sales report and maintain weekly purchase summary sheet.

## **Volunteer Indian Society for management students**

- Organized academic competitions between national-level colleges, Team quizzes, badminton Tournament.
- Organised a event named fun fiesta in which there is a one day business stall in which students have opened food stall which I have organised.

## **References**

- UTSAV VAGHANI |Team Member | 3 Tarakan Ct,  
Johnston NT 0832 | Ph: 0422487767