**CAREER OBJECTIVE**

A highly motivated University of Toronto graduate with strong analytical skills and customer service experience looking for a position to utilize my knowledge and skills.

**INTERPERSONAL SKILLS**

* Experienced to acquire new skills and multi-task in a fast paced environment
* Strong organizational, analytical skills, detail oriented and time management skills
* Highly experienced in using Microsoft Office (Word, Excel and PowerPoint)
* Excellent written and verbal communication skills
* Experienced in administrative support such as preparation of meeting minutes, scheduling of meetings and maintaining databases and files of earnings & expenses
* Familiar with statistical practices: Chi-squared test, student T-test and analyzing graphs
* Experienced in bank reconciliation and capable of using research databases

**EDUCATION**

**University of Toronto Scarborough, Toronto ON** **2009-2013**

Honours Bachelor of Science

* Double major in **Environmental Science** and **Chemistry**
* Relevant Courses: Statistics, Advanced Calculus, Business, Organic Chemistry I & II, Contaminant Hydrogeology & Sociology

**Marc Garneau Collegiate Institute, Toronto ON 2005-2009**

* Obtained Ontario Secondary School Diploma
* Received Ontario Scholar Award & Merit Award Recipient 2008

**WORK EXPERIENCE**

**CIBC Oct 2016 - present**

*Processing Clerk*

* Process cash, coins and cheques from corporate and night deposits to customer accounts
* Verify and balance large amounts of rolled and loose coins from deposits
* Ensure all the client deposits are credited accurately and on time
* Verify, balance and liquidate daily work
* Resolve items of discrepancy that are out of balance

**Organization of Canadian Tamils with Disabilities Jan 2016- present**

*Volunteer*

* Assisted special needs students with reading, writing, math and life skills
* Worked on a 1 on 1 basis with each student to ensure all their needs were met
* Assisted Project Manager with administrative tasks and planning of fundraisers

**McDonalds Corporation of Canada Ltd. Oct 2008 - present**

*Crew Trainer*

* Managed and maintained high standards of guest experience during high volume periods
* Coached and trained new trainees in different stations of the store
* Prepared training materials, presented slideshows and videos of the stations and taught trainees important procedures and protocols of the restaurant