

# DHAIRYA PATEL

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## SKILLS SUMMARY

- *Languages Spoken* - English, Hindi, and Gujarati
  - *Strong Product knowledge and understanding of customer base and performance-focused.*
  - *Excellent team player with a focus on collaboration, critical thinker, and growth-oriented.*
  - *Money Math Skills* - Responsible for handling cash at Point of Sales (POS) and Telephone orders.
  - *Additional skills: Punctuality, Adaptability, Positive Attitude, ability to carry heavyweight items, decisive and calm under pressure.*
  - *Prioritization, Multitasking, and problem-solving abilities in a fast-paced environment*
  - *Experienced with Microsoft Office (Word, Excel, PowerPoint) on Windows or Mac OS.*
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## EDUCATION

- *Currently enrolled in Computer Programming/Analysis in Seneca College, Newnham Campus.*
  - *Completed Schooling from Treehouse High School*
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## EXPERIENCE

**Salesmen:** February 2022 – current

Circle K, 801 mt. Pleasant rd. Midtown Toronto

- *Handling the store and handling the cash counter alone.*
- *Build an understanding of the Canadian customer base and the functioning of convenience stores.*
- *Enhanced skills like multitasking and upselling to customers.*

**Printing associate:** January 2021 – April 2021

Aastha Infotech, Ranoli, Gujarat.

- *Worked in a fast-paced work environment*
- *Addressed customers' concerns and helped customers in government applications.*

**Goods Handler and Volunteer:** May 2021 – September 2021

D Mart, Akota, Vadodara, Gujarat

- *Helping customers with locating goods of choice.*
  - *Build up good customer understanding and communication skills.*
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## AVAILABILITY *(Flexible - Part Time: 20 Hours/Week)*

- Friday: Anytime
- Saturday: Anytime

- Sunday: Anytime