

MANMOHIT CHAUDHARY

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With my hard work and will to learn more and more. I am confident that I can work in any kind of environment of my field and given a chance I can prove myself as an asset to the organization. I want to be the part of a professional organization where I can choose my skills in a meaningful way and thus for the betterment of the organization.

EXPERIENCE

CASHIER- MOGLIE GRILL RESTAURENT , SURREY (BC) CANADA

02 JAN2020- 3MARCH2020

- Operating cash register.
- Processing credit card transactions.
- Processing items sold by scanning barcodes.
- Processing POS transactions.
- Helping customers completing purchases, locating items.

ENTRY DATA OPERATOR- CHARGER LOGISTICS BRAMPTON (ON) CANADA

1 MAY2020- 31MARCH 2021

- PREPARES, COMPILES, AND SORTS DOCUMENTS FOR DATA ENTRY.
- TRANSFERS INFORMATION FROM PAPER FORMATS INTO COMPUTER FILES USING KEYBOARDS, DATA RECORDERS, OR OPTICAL SCANNERS.
- VERIFIES AND LOGS RECEIPT OF DATA.
- PERFORMS HIGH-VOLUME DATA ENTRY USING WORD PROCESSING, SPREADSHEET, DATABASE, OR OTHER COMPUTER SOFTWARE.

SECURITY GUARD/ SCREENER- ELITE RESIDENTIAL CONCIERGE SERVICES INC.

1 APRIL2021-26JULY2021

EDUCATION

HIGH SCHOOL

Police Day Public School, India

April 2019

COMPUTER SYSTEM TECHNICIAN

St. Clair College, Mississauga, Ontario

Pursuing (2020-2021)

SKILLS

- Extensive product knowledge.
- Demonstrated ability to making decisions, learn quickly, thinking rationally.
- Exercising good judgment.
- Work effectively in diverse team environment.
- Excellent computer skills.
- Outstanding communication skills; strong ability to communicate effectively and professionally via e-mail, telephone.
- Good knowledge of basic computer programs.
- Solid ability to be results-oriented that makes a difference, taking initiative to make things happen, accepts accountability and has a “can do” attitude
- Solid ability to work in a team environment along with the ability to work independently with minimal supervision

ACHIEVEMENTS

- Member of NIS National Institute of Judo India.
- National Level Winner (In India), in Judo, 8 times gold medal, 10 times silver medal and 4 times bronze medal.
- Participated and won many singing contests both in India and Canada.
- Rewarded as best employee of the year in 2019 in India.
- Best communicator at workplace in 3 languages.