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| Neha | gulatineha725@gmail.com  236-513-1308  Surrey, BC, V3T1E6 |

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| Summary | Management student seeking internship in Operations and supply chain management to gain hands-on experience. Highly organized, Multitasker and punctual. |

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| Skills | |  |  | | --- | --- | | * Customer service * Workplace Efficiency * Business operations | * Hard working * Ability to learn new things | |

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| Experience | Crew Member, CUSTOMER SERVICE ATTENDANT and food counter attendant  Church's chicken - Burnaby, British Columbia   * Drove team success by completing assigned task quickly and accurately. * Reviewed contents on food trays to check receiving complete order. * Stored food in designated areas following wrapping, dating, food safety and rotation procedures. * Took orders, prepared foods, and processed payments. * Organized food items on serving trays and in carry-out packages. * Completed opening, closing and shift change tasks to promote store efficiency. * Maximized customer satisfaction by quickly addressing and resolving complaints with food or service. * Performed prep work such as washing, peeling, cutting, and seeding fruits and vegetables.     **CUSTOMER SERVICE ATTENDANT**  **Mr. Greek Donair Shop – Burnaby, British Columbia**     * Took customers orders, prepared foods, and processed payments. * Clean and sanitize dining area tables, trays, and chairs. * Maximized customer satisfaction by quickly addressing and resolving complaints with food or service. * Keep the kitchen clean and orderly. * Stock salad bars. * Refill condiments and other supplies for serving. * Assist other team members of kitchen as well.     **KITCHEN MEMBER**  **Triple O’s – Kitsilano, British Columbia**   * Oversee kitchen operations. * Prepare and cook special meals for customers as ordered. * Clean kitchen and work areas. * Sanitize and wash serving dishes and other items by hand. * Sweep, mop, and wash floors.     **INTERNSHIP EXPERIENCE: - OFFICE ASSISTANT**    **Mortgage Labs – Vancouver, British Columbia**  **Moreover, I have worked as a Warehouse Worker for short period of time.**  Office Manager | 02/2018 to 03/2019  Amandeep Rajan and associates - Jalandhar, Punjab   * Improved operational efficiencies, managing work requests, new orders, pricing, and changes. * Managed office inventory and placed new supply orders. * Managed office inventory by maintaining documentation of stock. * Handled supply purchases and inventory management for office operations and equipment maintenance. * Updated employee paperwork and records.   Accounts and Management Trainee | 08/2017 to 01/2018  Amandeep Rajan and associates - Jalandhar, Punjab   * Balanced cash drawer daily and performed all opening and closing duties. * Evaluated accounts to determine accuracy and resolve issues to maintain customer satisfaction. * Data filing |

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| Education and Training | Guru Nanak Dev University  Bachelor of Commerce  Accounting Management, 07/ 2014 to 07/2017  Vancouver Community College - Downtown, Vancouver  Post Graduation in Canadian Business Management  Business Administration, 09/2019 to 04/2021 |

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| Availability | **ANYTIME** |

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| LANGUAGE | English, Hindi, Punjabi. |

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| Objective | To attain a position that will make possible to use my organizational skills, educational background, and proficiency to work fit with people. |