

Hashmeet Singh Saini

A passionate individual looking for a position that will allow expansion of professional abilities in a secure and dynamic environment while also allowing creation of a long-term career in the IT sector with prospects for advancement.



hashmeetsingh.saini@gmail.com



437-986-7774



Etobicoke, Ontario

WORK EXPERIENCE

PEER MENTOR

Seneca College, Canada
04/2022- 08/2022

- Communicated and established a friendly relationship with fellow students.
- Helped students out with various things like, institutional doubts, requirements, and study tips displaying excellent customer-servicing skills.
- Also conducted introductory meetings, orienting students about the institute's working and directing them to specific departments in different situations.

TEAM MEMBER

McDonald's, India
01/2021 – 12/2021

- Greeted customers and took orders
- Explained menu to the customers and handled their queries responsibly and decisively
- Supervised day to day working of the branch, learning to work efficiently in a fast-paced and team-based environment
- Prepared orders and maintained record of payment at the counter
- Assembled orders and managed delivery

DATA ENTRY CLERK

Mechsawmatic India
(An iron manufacturing and stocking company)
03/2020 – 11/2020

- Co-managed the company warehouse
- Maintained and supervised flow of stock
- Maintained the stock data, exhibiting attention to detail and accuracy.
- Entered data by fast typing and using scanners.

LANGUAGES

Fluent in **English, Hindi** and **Punjabi**

EDUCATION

- **High School Diploma, Major in Science**
Neo Convent Senior Secondary School
01/2009 - 12/2021
- **Advanced Diploma in Computer Programming and Analysis**
Seneca College of Applied Arts and Technology
01/2022 – 05/2024

SKILLS

Confident Communicator Enthusiastic Multitasker
Time -Management Quick Learner Critical Thinker
Excellent Listener Cordial demeanour Organised
Detail - oriented Eager to help Teamwork
leader

OTHER SKILLS

- Great customer servicer.
- Eager participant in public speaking and co-curricular events.
- Tech enthusiast who deeply follows the technological advancements.
- Working Knowledge of Microsoft applications like Word, Excel, PowerPoint, and Adobe software like DreamWeaver, Photoshop and Lightroom.
- Familiar with online platforms like Zoom, Webex and Teams.
- Knowledge of various programming languages like C++, JavaScript, CSS, Python, MySQL, Linux Scripting, HTML and XML.

HOBBIES

public speaking travel photography
artificial intelligence coding sketching