

ANEES MOTANI

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SKILLS SUMMARY

- Communication Skills (Multilingual) - Fluent in English, Hindi, and Gujarati.
- Experience with Cash management and organization in Retail Grocery Shop.
- Prioritization, Multitasking, and problem-solving abilities.
- Additional skills: Teamwork, Punctuality, Ability to work in a fast-paced environment.
- An experienced service-oriented individual with strong communication skills.
- Experienced with Microsoft Office (Word, Excel, PowerPoint).
- Data Entry skill with typing speed 25-28 net wpm.

WORK EXPERIENCE

GSA- Guest service Attended **December 2021- present**
Perto - Canada - Scarborough, Ontario.
Providing good customer service is the main role as GSA.
Arrange the store properly and maintain Cleanliness.

Cashier and Store Management. **May 2019 – August 2021**

RELAX PARLOUR (Grocery Shop) – Ahmedabad, India

- Provided positive customer experience with fair, friendly, and courteous service.
- Managed a retail shop duties, including cashier work, restocking, and convincing customers to sell products.
- Receiving, handling, labeled, arranged, and maintained stock.
- Cleaning, Sanitation, and straightening designated store areas regularly.

EDUCATION

- Post Graduate certificate in **May 2021 – January 2023**
CSAT (computer software and Database
Development) at Lambton College, Toronto campus
- Bachelor of Computer Application (BCA) at **August 2016 – May 2019**
L.J Institute of Engineering and Technology, Gujarat India

VOLUNTEER EXPERIENCE

Blood Donation Camp

May 2018

L.J Institute of Engineering and Technology, Gujarat, India

- Help to arrange teams to organize camp in college.
- Worked as part of a team to assist the blood donors by signing them in and out of the blood camp and helping the donors with anything they needed after they donated blood.

AVAILABILITY (Flexible – Part-Time: 20 Hours/Week)

Monday: Anytime

Tuesday: Anytime

Wednesday: Anytime

Thursday: Any time

Friday: Anytime

Saturday: Anytime

Sunday: Anytime