

Akshata Kalchavkar

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PERSONAL INFORMATION

DOB: May 9, 1997

Address: 530 Mornington Ave, Unit 0248, London, Ontario Canada, N5Y 3E5

SKILLS SUMMARY

- Communication Skills (Multilingual) - Fluent in English, Hindi, and Marathi languages.
- Teamwork - Great team player with focus on accuracy, team building & good judgement.
- Additional skills: Ability to work independently, under pressure, eager to learn, positive attitude.

EDUCATION

- Currently pursuing Ontario Graduate Certificate in Business Analysis from Fanshawe College
- Cleared IELTS with an Overall Band of 7.5
- Completed Bachelor's degree in Engineering in Information Technology from Vidyalankar Institute of Technology, Mumbai, India with CGPA 8.5.

EXPERIENCE

Event Management Lead at Larsen & Toubro Infotech, Mumbai, India

Jan 2021 – Nov 2022

- Creating the Complete event flow for corporate events
- Co-ordinating with the entire team & assigning tasks accordingly.
- Co-ordinating with finance team & Vice President for budget approvals
- Arranging location-wise conferences & snacks.

Stock Assistant at Dmart, Mumbai, India

Jan 2019 – Dec 2020

- Managing Chocolates and Grocery Department
- Stocking up the chocolates according to the requirements & removing chocolates that are expired or closed to the expiry date.
- Maintaining grocery stocks levels and keeping the shelves and floors clean.
- Putting item name and cost label prints for every section according to the file/registry given
- Welcoming & addressing customers politely & helping them to locate any kind of item in the store & hence addressing customer queries.
- Unloading/Sorting items in Dmart warehouse and placing in respective racks
- Loading/Packing items for online Dmart orders

Teaching Volunteer at Akansha Foundation NGO, Mumbai, India

Jul 2017 – Apr 2018

- English & Math Teacher Volunteer for students from 1st to 6th grade students.
- Engaging NGO children in extra-curricular activities.

Event Organizer, College Yearly Festival- Verve, Mumbai, India

Sept 2016 – Jan 2017

- Organizing Games & other event activities
- Creating Posters & Flyers for different events

AVAILABILITY (Flexible – Full Time & Part Time, can work up to 35 hours)

- Monday Fully Available
- Tuesday Till 3:00 PM
- Wednesday Till 1:30 PM
- Thursday Till 3:00 PM
- Friday 2:00 PM onwards
- Saturday Fully Available
- Sunday Fully Available

Available for night shift as well