

Mst Kaniz Fatema (25/01/1991)

Fatemamstkaniz6@gmail.com

647-284-8774

I am seeking an externship opportunity at your reputable organization, where I can apply my post-secondary education, previous customer service skills, and passion for the field.

Highlights of Qualifications

- Food Handling Certificate
- Food Service Worker Certificate
- Strong software skills, including Microsoft Word, Excel, and PowerPoint.
- Typing speed 40 with minimal errors
- Classroom experience in food service
- Experience in maintaining cash, using a POS machine
- Excellent communication, interpersonal, and organizational skills
- Fluent in English, Hindi & Bangla

Education and Certification

Office Administration Health Services Program (Running) May 2023- Continue (Diploma)

Food Service Worker Program

Sept 2021- Dec 2021

Centennial College (Toronto, ON)

- Food Handling Certified
- Worker Health and Safety Awareness certificate completed
- Food Service Worker Certificate Completed

English for Academic Purposes Certificate (EAPP)

Sept 2019- Apr 2021

Centennial College (Toronto, ON)

Bachelors in accounting

Sept 2009- Apr 2013

Victoria Degree College, Bangladesh

Intermediate And Higher Secondary

Sept 2007 -Sept 2009

Victoria College

Secondary School

Comilla Modern High School

2006

Professional Experience:

Team Member

Sept 2019- Dec 2019

Burger King

- Greets guests with a smile while receiving orders and processing payments
- Prepares and packages food and drink products
- Responsible for always maintaining the cleanliness of the restaurant, including the dining room, restroom & exterior
- Maintains health and safety standards in work areas
- Unloads and stocks inventory items as needed
- Prompt and regular attendance on assigned shifts
- Follows Burger King uniform and grooming standards and policies

Team Member

food and beverage orders

- Maintain the cleanliness of the work area
- Assist with merchandising various sup