

POWSIKA SIVA KUMAR

+1(437) 667-6918 powsikarks@gmail.com|**418** king street west, North Bay, ON P1B6A2

SKILL SET

- Team player who enjoys working with various cultural groups
- Adaptive to work in any environment, ready to extend and work overtime when it is needed.
- Multilingual in English and Tamil
- Quick learner, People Friendly, love to begin conversation with other people, Punctual, Disciplined, and optimistic.
- Well versed in computer skills (i.e.) MS office, MS excel.
- Multi-tasker and Ability to setup the places

EDUCATION

PGDM

Business management

May 2024 – dec 2024(in-progress)

BSc optometry and ophthalmic technology

Nov 2021 - completed.

Health care management

May 2025 - dec 2025

AVAILABILITY: Available For Holidays and Night Shifts.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FULL TIME	3.30PM - Closing	3.30PM - Closing	2.00PM - Closing	FULL TIME	10.30PM - closing	FULL TIME

WORK EXPERIENCE

GANGA EYE CARE AND OPTICALS- Optometrist

2021 – 2024

Duties:

- Handling the customer in a good manner.
- Vast knowledge of all products & product lines. Assist customers in choosing the products.
- Building customer relationships by offering incentives, discounts, and memberships
- Checking on the inventory and monitoring the goods
- Assist with stock-taking and inventory of goods.
- Handling customer complaints and resolving issues.
- Keeping the stockroom tidy and organized
- Motivating clients to purchase additional or complementary products.

KAMALA HOSPITAL- Administrative Assistant (Part-time)

2022 – 2023

Duties:

- Respond to general inquiries via telephone, ensuring a friendly and courteous environment.
- Managing office supplies and equipment. Assisting with special projects or events as needed.
- Schedule and organize meetings and night duties.
- Receiving the staff's and customer's feedback in polite manner.
- Distribute departmental mail and handle postal meter operations.

SHANTHI HOSPITAL – Receptionist Full time (Summer Holidays)

2020(Summer)

Duties:

- Greeting visitors and directing them to the appropriate person or department.
- Providing general information to clients or customer.
- Scheduling appointments and managing calendars.
- Managing office security by following procedures and monitoring logbooks. Keeping the reception area tidy and organized.