

Kevin Garujwala

Master of Science with Merit

(Management)

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20, Harold Road, LS61PR, Leeds, United Kingdom

EDUCATION

Master of Science with Merit (Management)
Leeds Beckett University
01/2023 - 07/2024

Bachelor of Commerce
Veer Narmad South Gujarat University
06/2016 - 09/2020 *Percentage: 50.7%*

CLASS 12TH
Jivanbharti Pravutti Vidhyalay
04/2015 - 03/2016 *Percentage: 56.27%*

CLASS 10TH
Jivanbharti Pravutti Vidhyalay
04/2013 - 03/2014 *Percentage: 50%*

WORK EXPERIENCE

Crew Member
McDonald's
06/2023 - Present

Achievements/Tasks

- Took customer orders efficiently in the drive-through system.
- Processed cash and card payments accurately.
- Ensured fast and accurate order delivery as a Drive-Thru Runner.
- Provided excellent customer service in a fast-paced environment.
- Handled logistics planning and execution, including material movement and on-site coordination.
- Maintained cleanliness and hygiene standards as per company guidelines.
- Handled customer queries and concerns in a professional manner.
- Followed company service standards and operational procedures.

Admin & Accounts Executive
Ruby Diamond
11/2020 - 12/2022

Achievements/Tasks

- Maintaining company accounts and financial records
- Preparing and verifying purchase bills and sales invoices
- Recording cash payment vouchers and daily transactions
- Monitoring debtors and creditors reports
- Preparing Bank Reconciliation Statements (BRS)

SKILLS

Team work | Strong Communication | Multi Tasking | Leadership | Adaptability | Strategic Planning | Excellent Problem-Solving skills | Good Listening | Critical Thinking | Detail-oriented | Confidence | Collaboration Skills | Time Management

INTERESTS

Reading Books | Listening to music | Outdoor activity | Meeting New People | Watching Movies | Travelling | Internet Surfing | Watching Educational Videos | Learning New Skills | Playing Football

LANGUAGES PROFICIENCY

TOEFL ibt

Overall Score: 65

- Listening: 3.5
- Reading: 3.5
- Writing: 3.5
- Speaking: 4.0

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Gujarati
Full Professional Proficiency

German
Limited Working Proficiency