

SONIYA JEKAJEEVAN

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PROFESSIONAL SUMMARY

Motivated Computer Programming student with a strong background in customer service and team supervision. Highly proficient with modern technologies, software troubleshooting, and accurate data entry. A quick, adaptable learner who brings a friendly attitude, excellent organizational skills, and multilingual fluency to any fast-paced environment.

SKILLS & ABILITIES

- **Technical Skills:** Basic computer programming, digital troubleshooting, quick adoption of new software, accurate data entry, and proficiency in Microsoft Office products (Excel, Word).
- **Workplace Skills:** Customer service, shift supervision, point-of-sale (POS) systems and cash registers, transaction processing, organization, multilingual (Fluent in English, Tamil, and Italian).

EDUCATION

Computer Programming & Analysis (CPA)

Sept 2025 – Present

Seneca Polytechnic – Newnham Campus | Toronto, ON

EXPERIENCE

Assistant Supervisor & Front Cashier

Nov 2025 – Present

Tim Hortons | Toronto, ON

- Help manage daily store operations and guide team members during busy rush hours.
- Operate computer systems and cash registers quickly and accurately, managing a high volume of debit, credit, and cash transactions.
- Train new employees on store technology, proper procedures, and friendly customer service.
- Resolve customer issues on the spot to keep the line moving and ensure people leave happy.

Treasurer & Secretary

Aug 2023 – Sept 2024

CANTYD (Canadian Tamil Youth Development) | Toronto, ON

- Managed the council's budget and carefully tracked all financial data using Microsoft Excel.
- Performed accurate data entry for expenses and maintained organized digital records of meeting notes and schedules.
- Helped plan and run community events, making sure all administrative tasks were handled reliably and on time.
- Communicated clearly with team members and the public to ensure smooth daily operations.