**Rishita Gahlawat**

(236)-512-1009 | [Gahlawatrishita@gmail.com](mailto:Gahlawatrishita@gmail.com) | Surrey BC V3W 2H1

**Objective**

A professional with solid background in administrative, organizational, and communication skills. Committed to maintaining a professional office atmosphere and increasing team productivity while growing continuously.

**Education**

**Rishikul Vidyapeeth (Sonipat, India)** *March 2020*

High School Diploma

**Skills**

* Organizational Skills: Ability to manage schedules, prioritize tasks, and maintain detailed records
* Communication: Excellent written and verbal communication, developed through working as a Security Guard in Casino
* Technical Skills: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
* Customer Service: Experience helping customers and solving inquiries effectively
* Time Management: Able to meet deadlines and multitasking in high-pressure environments.

**Work Experience**

Static Security Guard

Day and Night Security, Surrey, BC

Dec 2023 – Current

* Monitored and controlled access to the construction site.
* Patrolled the site to prevent theft and ensure safety.
* Ensured workers followed safety rules and used proper equipment.
* Recorded and reported any incidents or unusual activities.
* Assisted in emergency situations and coordinated with authorities.

Door to Door Sales Person

Prime Acquisition Inc. , Burnaby , BC

Aug 2023- Oct 2023

* Approached potential donors to explain fundraising campaigns and goals.
* Engaged with community members to secure donations for various causes.
* Promoted awareness of the organization’s mission and programs.
* Built and maintained positive relationships with donors.
* Met fundraising targets and contributed to campaign success.
* Collected donations and processed transactions accurately.
* Provided excellent customer service and follow-up communication.

Volunteer/Part-Time Experience

*Rishikul Vidyapeeth March 2020*

* Participated in many activities held on campus
* Participated in many events held in the school. I played Tennis at national level.
* Participated in Youth Parliament in Sonipat, spreading awareness about sustainable management.

Certifications

Serving It Right Certification

Basic Security License (BST)

References

Available upon request.

Availability

Mon- Fri

Weekends (If required)