

Nisarg Darji

NETWORK ADMINISTRATOR – Network Setup, Process Analysis, WHMIS Compliance

✉ nisargdarji1203@gmail.com

☎ (+1) 705-288-6895

📍 Ontario

in [LinkedIn](#)

SKILLS

- **Programming Languages:** Java, PHP – for backend development and application logic implementation.
- **Web Development:** HTML5, CSS – used for structuring, styling, and optimizing responsive web interfaces.
- **Database Management:** SQL, MySQL – for relational database querying, Foreign key constraint management.
- **Technical Competencies:** TCP/IP diagnostics, WHMIS compliance, business modeling using BPMN tools.

WORK EXPERIENCE

Sales Associate

June 2024 – Present

Hill Top Confectionery

Timmins, ON

- Processed 80+ transactions weekly using POS terminals, maintaining 100% pricing accuracy and reducing check-out delays through barcode system familiarity, prompt input of coupon codes, fast-paced decision-making ability.
- Replenished 200+ SKUs per shift, tracking inventory levels and initiating restock cycles, reducing shelf gaps by 35% through data-driven ordering, real-time shelf scanning, and coordinated backroom product organization.
- Facilitated 40+ daily customers, boosting conversions 18% using labeling, nutritional guidance, product insights.

Blister Pack Technician

February 2024 – August 2024

McDonald Pharmacy

Timmins, ON

- Assembled 1500+ medication packs using heat-seal equipment and pill counters, aligning packaging with prescription log entries, eliminating 98% manual errors in fill verification, and maintaining operational workflow.
- Labeled and cross-checked 100+ prescriptions weekly using DIN references and pharmacy software tools, ensuring patient-specific instructions and dosage formats aligned with pharmacist sign-off and medication safety checks.
- Logged batch data, dispensed quantities in Kroll, improving traceability 40% and ensuring compliance accuracy.

Meat Department Associate

December 2023 – March 2024

Valu-Mart

Iroquois Falls, ON

- Sliced and packaged 200+ meat units per week using deli slicers and vacuum sealers, enhancing shelf life by 15% while maintaining food-grade wrap standards, storage labeling, traceability protocols, and hygiene benchmarks.
- Weighed and labeled 50+ custom meat orders per day using calibrated digital scales and barcode software, achieving 100% customer weight match within all order slips, packaging instructions, and invoice references.
- Arranged 30+ trays using rotation plans, improving item visibility and reducing shrink 20% through analytics.

IELTS Tutor

January 2023 – August 2023

MS Education Consultant

India

- Delivered IELTS modules for 20+ learners weekly using customized lesson plans, improving average band scores by 1.5 points through mock tests, review strategies, question-pattern training, and feedback-based adjustments.
- Influenced instruction on pacing strategies and structured writing practices, aligning content with official scoring rubrics, boosting completion rates by 30% using timed drills, structured format modeling, and real examples.
- Tracked progress in digital logs, helping 85% of students reach target scores across all IELTS modules each term.

Utility Operator

June 2022 – December 2022

Shubham Aluminum Firm

Gujarat, India

- Operated industrial drilling machines and monitored equipment during daily shifts, maintaining error-free metal processing, preventing injuries through strict safety adherence, daily checklist use, and visual inspection routines.
- Logged equipment metrics and reported malfunctions in real-time, supporting technicians in 100+ minor repairs and reducing line stoppage through diagnostic documentation, repair history tracking, and issue categorization.
- Managed materials, inspected machines, ensured 100% shift coverage with team on high-speed production lines.

EDUCATION

Diploma in Computer Engineering Technician

September 2023 – April 2025

Northern College of Applied Arts & Technology, Timmins, ON

Higher Secondary Education

July 2020 – May 2022

Shri J.P Thakkar High School, India

CERTIFICATIONS

- **CyberOps Associate** – Northern College of Applied Arts & Technology
- **CCNA: Switching, Routing, and Wireless Essentials** – Northern College of Applied Arts & Technology
- **CCNA: Introduction to Networks** – Cisco
- **Diploma in Application Development**
- **Introduction to PHP** – Udemy