

Arvind Katyal

Ottawa, ON K2G 4R5

arvindkatyal@gmail.com

+1 613 407 0123

Master's in Sport/recreation management from University of Ottawa.

More than three years of work experience as Activity aide in Long term care home including two years with City of Ottawa and more than six months with Riverstone retirement Communities.

Highly effective communication (oral and written), having adequate knowledge of English, Hindi, Punjabi (basic Spanish).

Ability to work both independently and as part of a team as well as able to respect confidentiality.

Work Experience

Activity Aide

Riverstone Communities - Ottawa, ON

June 2023 to Present

Working as Activity assistant with River path and Oakpark Communities.

Helping performing various indoor activities that are assigned as per the calendar. Interacting with residents to make them happy and smile.

Always adapt compassionate and honest approach to help residents.

Motivator

Motivator

GoodLife Fitness Clubs - Nepean, ON

June 2023 to Present

Working at front desk and catering to clients by making their new cards, payment issues, and any other requirement during their session.

Brand Ambassador CAA North & East Ontario

CAA Club Group - Ottawa, ON

July 2023 to December 2023

(Part-Time)

Working at one of the office locations. Attending to customer needs such as memberships, other related services. Interacting with existing clients and making new clients.

Activity Aide- Long term care home (Customer Relations Coordinator

City of Ottawa - Ottawa, ON

January 2022 to June 2023

Worked as Activity aide with City of Ottawa at Long term care home. Worked under Covid and enabled residents to get involved with activity enforcing strict health measures. Initiated new activities which were later implemented by the city.

Customer Service Associate (Part-Time)

City of Ottawa - Ontario, CA

November 2015 to December 2021

- Worked at the front desk, and performed duties such as Customer service, interacting with 70-75 clients each day. Handling cash operations, filing reports, keeping files up to date.
- Demonstrates effective time management and organizational skill, supervised centres independently many times.

Education

Master's in Business Administration in Simla, India

Certifications and Licenses

CPR Certification