



NAVJOT SINGH

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Mississauga, ON L4T1Y9

SUMMARY

Honest Cashier skilled at managing money, merchandising stock and assisting customers with locating desired items. Excellent oral and written communication, listening and time management skills with strong attention to detail and superior work ethic. Consistently accurate in drawer reconciliation. Dedicated employee with strengths in customer service, sales and promotion strategies. Successful in teaching junior employees how to maximize performance.

SKILLS

- Customer assistance
- Security monitoring
- Product recommendations
- Issue resolution
- Returns and exchanges
- Effective customer upselling
- ID verification

EXPERIENCE

Customer Service Assistant / kasse logistics - Ottawa, ON

07/2019 - 02/2020

- Delivered fast, friendly and knowledgeable service for routine questions and service complaints.
- Answered incoming calls and offered highest level of professionalism and knowledgeable service to every customer.
- Documented conversations with customers to track requests, problems and solutions.
- Communicated information to customers about product quality, value and style.

Cashier / gas station - Mississauga, Ontario

01/2020 - 07/2021

- Helped customers find specific products, answered questions and offered product advice.
- Worked closely with front-end staff to assist customers.
- Processed sales transactions to prevent long customer wait times.
- Assisted with purchases, locating items and signing up for rewards programs..

EDUCATION AND TRAINING

College CDI - Montreal

High School Diploma

ADDITIONAL INFORMATION

I have been in Apple ecosystem for 3 Years. So, I can easily get the customer problems about it.