





Dua Sethi

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Professional Summary

Resourceful and service-oriented individual with demonstrated ability in customer engagement, multitasking, and operational efficiency. Known for maintaining composure under pressure and fostering a collaborative, positive atmosphere.

Work History

Customer Service, 11/2023 to 10/2025

Grillard Torino – Pointe Claire, QC

- Managed multiple tasks such as serving customers, restocking, and handling cash
- Helped manage inventory, restock items, and keep the store organized and welcoming
- Processed food and beverage orders while maintaining fast and friendly service

Cashier, 05/2023 to 08/2024

Boustan – Pointe Claire, QC

- Managed customer payments, cash, credit, and online transactions accurately and efficiently
- Handled customer inquiries and resolved issues to ensure satisfaction
- Worked closely with team members to maintain smooth daily operations

Librarian Assistant, 2023

École Dorval Jean XIII – Dorval, QC

- Helped students and staff locate books, resources, and study materials
 - Organized and shelved books according to library systems and categories
 - Assisted in maintaining a quiet and welcoming environment for reading and studying
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Skills

Technical

Communications

Technical	Communications
Microsoft Suite	Client-Centric Mindset
Computer Science (DEC)	Exceptional Communication
Multitasking	Fluent in French, English, Urdu

Education

Degree	School	Year
DES (High School)	École de l'Altitude	2025
DEC (Computer Science)	John Abbott College	Expected 2028