

# ABHAY GARG

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(647)-863-0925 · Toronto, M1B1A7 · [abhaygarg259@gmail.com](mailto:abhaygarg259@gmail.com)

## PROFESSIONAL SUMMARY

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Reliable, energetic and resourceful customer service professional. Expertise in client services, account management and relationship-building. Dedicated individual with good communication skills, quick learner and handles pressure well.

## WORK EXPERIENCE

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**lenergizer** - Noida, India

### Executive Assistance Customer Service

- Worked directly with the manager while there.
- Solved Queries of the Customer
- Maintained the data of each Customer Ticket.

## EDUCATION

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**Post-graduation in Artificial Intelligence** - Centennial College, Toronto

Expected Graduation - April 2023

**Bachelor's in Technology (BTech)** - SCET college, - India

August 2016 - August 2020

## PROFESSIONAL SKILLS

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- Having intermediate skills of Microsoft Office programs (Word, Excel, PowerPoint)
- Comfortable working in both Microsoft Windows 10.
- Excellent communication skills with a focus on team building and customer relations.
- Outstanding organizational, multitasking, and problem-solving abilities.

## Availability

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Part time [ 20 hours / week]

Tuesday, Thursday, Friday (Late night shifts)