

ANUBHAB RAHMAN

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📍 61 Claremore Ave Toronto,
Ontario Canada M1N 3S1

EDUCATION

York University

Information Technology

2020-2024

Currently Pursuing (On Track
For Honours Degree)

East York Collegiate Institute

Grade 9-12

2015-2019

High School Diploma
Completed

EXPERIENCE

Online Business (Shopify)

E-Commerce Specialist

Feb 2019 - Aug 2021

- Built and managed my own e-commerce store
- Fast and reliable customer service to ensure satisfaction
- Marketing my products through various avenues in social media
- Displayed a great sense of responsibility by ensuring customers deliveries were successfully received
- Mentored others to build an e-commerce store from scratch
- Listened to customers on how to improve the product to meet their needs

First General

Project Coordinator

Mar 2021-2022

- Home inspection for water damage while maintaining COVID-19 safety protocols
- Made individual reports for each home based on the work done and what needs to be done (solutions)
- Set up equipment to fix water damage and explained to clients how to follow safety protocols around the house so that no one is injured
- Communicating with clients helped to analyze the situation fast and solve the problem as quickly as I can

LifeLabs

Mobile Lab Technician

Sep 2021-Oct 2022

- Virtual COVID testing to assist patients after landing in Canada
- Thoroughly made notes on how the patient interaction went
- Able to be versatile to adapt to each patient and provide comfort
- Worked with a variety of age groups from 8-80-year-olds

ABOUT ME

My focal point is friendly customer service in which I have extensive experience handling escalated customer complaints and concerns. Customer satisfaction through my business and jobs attests to my excellent interpersonal skills.

SKILLS

- Creativity
- Problem Solver
- Customer Service
- Communication
- Teamwork
- Computer Efficient

LANGUAGES

English ★★★★★

Bangla ★★★★★

VOLUNTARY WORK

Extreme Fun: Activity Organizer – 2019