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|  | Arseniy Vorobei  Aspiring Professional | | |  |
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| Contact  403 Church St. UNIT 610  Toronto, Ontario M4Y 0C9  (647) 746 – 2321  arseniy-v@hotmail.com  https://ca.linkedin.com/in/arseniy-vorobei-94006a182 | | Profile Analytical, diligent and attentive in matters relating to work. Able to differentiate between leisure time and work time and urgent matters are not put off until they are resolved. Able to stay focused in stressful situations and not pushy or rude while still being assertive and confident. Able to think multidimensionally about problems and come up with uncommon, functional solutions. Good skills in areas such as communication, especially in grammar and in logical thinking. Flexible and information-absorbent, with a “never stop learning” mindset and attitude. Trilingual with excellent English skills in oral, written and read. Good communication skills in Russian and French. | | |
| Key Skills Good Listener  Excellent computer skills  Trilingual: En,Ru,Fr  Excellent oral and written communication  Polite, organized, diligent, and tenacious  Activities and Interests  Spending Time with Friends Music and Playing Guitar  Literature and Movies  Martial Arts  Swimming  Travel | | Experience May 2018­­—March 2022  Customs Broker & Billing • Westway Group Canada • Concord, Ontario  Responsibility of tracking and receiving all signed documents relating to billing/invoicing and remittance to the accounting department. Using resources such as computer software and received documents on shipments to clear them for border crossing – working with other customs brokers, dispatchers and drivers to acquire information to eliminate any possible issues. Keeping tabs on drivers and responding to customers on their locations and scheduling delivers and pickups with shippers/receivers. File management relating to passports, drivers’ licences, and medical checks as well as writing reports and solving issues such as traffic infractions. | | |
|  | | Education 2017-2021  Bachelor of Arts (LA&PS) Commerce • York University • Toronto, ON  2013-2017  High School • Aurora HS • Aurora, ON (French Immersion) | | |