

Meet Baldha

ADDRESS – 55 Routley Street, Kitchener. N2R 0S2.

CONTACT- +1 437 987 0708/ meet.baldha7@gmail.com

OBJECTIVE

Professional with a strong work ethic and an open mind looking to improve customer satisfaction through teamwork and communication. Each visitor will look forward to their subsequent return thanks to my vision and problem-solving skills.

SKILLS AND ABILITIES

- Handling documentation processes and administrative responsibilities with Adequate knowledge of computers and Microsoft.
- Ability to perform independently as well as in a team and even work in a well-planned manner.
- Excellent organizational and record-keeping skills.
- Sufficient knowledge of modern management techniques and best practices
- Strongly believing in job commitment with a positive approach to Handel the customers and workshop.

EXPERIENCE

- Jio Mart - Sales Adviser & Customer Service (**Aug 2021 to Nov 2022**)
 - Assist customers in navigation, taking complaints, and resolving issues related to billing, navigating, and explaining products and procedures.
 - Assist customers to place orders for online and in-store shopping by checking the latest stocks and availabilities.
 - Listen attentively to customer needs and concerns demonstrate empathy while maximizing the opportunity to build rapport with the customer.
 - Participate in activities designed to improve customer satisfaction and business performance up sell subscriptions.
 - Open and maintain customer accounts by recording account information
 - Maintain financial accounts by processing customer adjustments and managing large amounts of incoming call
 - Prepare product or service reports by collecting and analyzing customer information

EDUCATION

B.E. Computer Science (SVIT, Gujrat, India. 2018-2022)

P.G. Web Development (Expected May 2024)

Availability

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Night shift	Available	Available	Available	Available	Available	Available	Available
Day Shift	Available till 3 p.m.	Available till 3 p.m. or after 5 p.m.	Available till 3 p.m.	Available After 12	Available till 12 or after 6 p.m.	Available	Available