

## **Susan Varghese**

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### **PERSONAL SUMMARY**

A dedicated and hardworking individual with experience in accountancy and customer services. Enjoys working as a team, is motivated with a good work ethic, and is committed to coordinating and resolving complex situations with a positive attitude. Seeking to obtain a position at the company to utilize my experience in sales and customer service, and enhance my skills and knowledge to achieve organizational and personal goals.

### **EXPERIENCE**

#### **Team Member – Part Time (Sep 2021 - Jan 2022)**

Grace Restaurant ----- Trivandrum, India, Kerala:

Greet the customers upon their arrival.

Inform customers of any specials or promotions running currently.

Take accurate orders and repeat orders to customers to ensure they are correct.

#### **Cashier (May 2022 - August 2022)**

More Store ----- Kerala, INDIA:

Handling Customer's purchases.

Creating a good relationship with the customers.

Advise and assist customers with customer's needs.

### **SKILLS**

Communication Skills — Fluent in English and Malayalam.

Teamwork — Excellent team player focusing on collaboration, team-building, and Customer relations.

Money math skills — Responsible for handling cash at Point of Sales and Telephone orders

Addition skills — Punctual, Adaptability, Listening skill, and Positive Attitude

### **EDUCATION**

Game Programming at Centennial College. (Currently pursuing)

Certificate in Python and Web development at Trinity Tvm.

### **AVAILABILITY**

SUNDAY, MONDAY, TUESDAY: Available all day.

WEDNESDAY: TILL 1 pm.

THURSDAY, FRIDAY, SATURDAY: TILL 3 pm.

**REFERENCES:** Available upon request