

VANSHIKA SHARMA

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Professional Summary

- Reliable and dedicated team player with a hardworking and resourceful approach.
- Meticulous and detail-oriented with excellent observational, organizational and communication skills.
- Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

- MS Office
- Verbal and Written Communication
- Customer Service
- Stocking and Replenishing
- Team Collaboration
- Mental Arithmetic and numeracy skill
- Inventory Stocking
- Inventory Tracking and Storage

Work History

Student Ambassador

Seneca College
Aug 2022 – currently
Student Services

Customer Service Representative

July 2022 – currently
The BRICK
4250 Dufferin St

- Responsible for attending customers, their calls, solutions to queries.
- Responsible for taking customer payment and other processes.

Front Desk Receptionist

Aug 2021 - March 2022
Sony Service Centre
Jalandhar, India

- Greeted guests at the front desk and engaged in pleasant conversations while managing the check-in process.
- Resolved customer issues quickly and notified supervisor immediately when problems escalated.
- Maintained files and records by implementing effective filing systems that boosted efficiency and organization.

Education

Computer Programming and Analysis Diploma (3 year program)
Seneca College of Applied Arts and Technology
North York, ON

May 2022-Dec 2024