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|  | Aashish  Arun | 52 Bedford Circle NE  Calgary, Alberta. T3K 1L1, Canada  +1 (825) 962 0606  aashish.ouo@gmail.com |

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| Professional Summary |

A dedicated professional skilled in customer service, managing time, and spotting trends. Good at solving problems and creating effective solutions. Strong communicator, both verbally and in writing, with a solid background in building positive relationships and consistently surpassing goals.

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| Skills |

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| * Customer Service Excellence | * Cash Handling & Accuracy | * Problem-Solving |
| * Communication Skills | * Attention to Detail | * Technical Proficiency |
| * Multitasking Ability | * Adaptability | * Time Management |

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| Experience |

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| **Cashier**  1000 Lights Food Court | Trivandrum, Kerala, India | November 2023 - July 2024 |

* Provided exceptional customer service in a fast-paced environment, handling cash transactions accurately
* Maintained cleanliness and organization of the checkout area to ensure a positive customer experience
* Assisted with inventory management and restocking items as needed.
* Balanced cash drawer at beginning and end of each shift.
* Sorted, totaled and wrapped currency and bills.
* Counted and secured cash to maintain accurate register totals.
* Offered customers information about upcoming promotions and available items.
* Addressed customer questions and complaints with professionalism.

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| **Billing Clerk**  Kairali Fresh | Trivandrum, Kerala, India | August 2022 - October 2023 |

* Processed billing statements and managed accounts receivable with attention to detail
* Communicated effectively with clients to resolve billing inquiries and discrepancies
* Ensured timely collection of payments by sending friendly reminders to customers.
* Entered invoice data into accounting software accurately and efficiently.
* Responded to customer inquiries regarding their bills, both via phone calls and emails, in professional manner.
* Assisted in preparing financial reports, such as revenue projections and cash flow forecasts.
* Maintained updated customer contact information in billing system.
* Reviewed invoices and supporting documents for accuracy and completeness.
* Prepared and sent out monthly billing statements to customers.

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| Education |

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| **Software Development (Diploma)**  Southern Alberta Institude of Technology | June 2026 |

* Relevant Coursework: Technical Communication, Web Development, Object Oriented programming, etc.

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| **All India Senior School Certificate Examination (Grade 12th)**  St. Thomas Central School | July 2022 |

* Science Steam with Mathematics & Computer Science.
* CGPA - 7.73 /10

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| **All India Secondary School Examination (Grade 10th)**  St. Thomas Central School | July 2020 |

* CGPA - 6.77 /10

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| Extra Curricular |

**Anime Club**

Southern Alberta Institute of Technology

Member | Sept, 2024 - Present

**Home Science Club**

St. Thomas Central School

Member | July, 2018 - March, 2019

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| Language |

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| **Malayalam (Native Lang)**   |  |  | | --- | --- | |  | Advanced (C1) | |  | **English (First Lang)**   |  |  | | --- | --- | |  | Proficient (C2) | |  | **French (Second Lang)**   |  |  | | --- | --- | |  | Elementary (A2) | |
| **Hindi (Third Lang)**   |  |  | | --- | --- | |  | Elementary (A2) | |