

JASMOL ARORA

125 Marcos Blvd, Scarborough, email:arorajasmol23@gmail.com,phone no:647-570-4068

Objective:

Dedicated customer service professional with 1 year experience in a fast-paced environment seeking an opportunity in a team-orientated company. Adept at handling a wide range of contact methods while accurately documenting customer issues and providing first class service with every interaction.

Highlight of Skills:

- Self-motivated, Positive attitude, and hardworking.
- Works well under stress, Flexible & quick learner.
- Demonstrated effective communication and interpersonal skills.
- Teamwork – Excellent team player who works willingly and respectfully with others.
- Excellent in Organization and time management abilities.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint).

Education Qualification

- Currently pursuing Computer Programming from Seneca College. (Jan 2022 Intake)
- Completed 12th standard from India.

Work Experience

1. Customer Support Representative at a local supermart from (April 2020- august 2021)

Main responsibilities during this job:

- Observe, maintain, and report daily task information to higher management.
- Ensuring the quality of customer service is maintained.
- Manage team members and complete all projects as per deadlines.

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Evening 6:00 PM to 11:59 PM & Full Night	After 5pm to 11:59PM& Full Night	Afternoon 3:00 PM to 11:59 PM & Full Night	Afternoon 6:00 PM to 11:59 PM & Full Night	Full Day & Full Night	Full Day & Full Night	Full Day & Full Night

***Night Shift is also preferable if available.**