# PROFESSIONAL SUMMARY

# Strong interpersonal and communication skills to build and maintain relationships with team members, and customers

# Comfortable in promoting company sponsored programs, products, and initiatives

# Superior collaborative and teamwork abilities to work effectively with all levels of organization

* Ability to work in a fast-paced customer-oriented environment while contributing towards meeting company goals and objectives

# Excellent word ethics to adhere to company policy and guidelines and adapt the change quickly

# EDUCATION

**Computer Programming** **Expected Completion: Aug. 2022**

**Seneca College of Applied Arts and Technology**, Toronto, ON

**Bachelor of Science – BSc, Mathematics Sept. 2016 – Apr. 2019**

**M.G. Science Institute,** Ahmedabad, Gujarat, India

# EMPLOYMENT HISTORY

# Customer Service Agent Feb. 2017 – Jan. 2019

# Deep Chemistry Classes

* Processed tuition fees through cash, online banking, and credit card and prepared end-of-the year report with 100% accuracy
* Actively interacted with students and their parents to acknowledge their reviews and contributed to management to implement the best policies
* Managed and counselled around 80+ potential students from initial enquiry through to enrolment each semester
* Ensured the best quality service from third-party vendors to provide students with the best learning environment

**ADDITIONAL TRAINING**

* Customer Service: Problem Solving and Troubleshooting – **LinkedIn**