

# CHARMI BHAVSAR

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## CUSTOMER SERVICE ASSOCIATE

- Current student of a Computer Programming and Analysis – Advanced Diploma program
- Proficient with use of Office 365
- Fluent English speaker and writer
- Ability to work well in a team and independently with minimal supervision
- Patient and understanding with good listening skills
- Great organizational and planning skills with an ability to adapt to changing priorities quickly

## WORK EXPERIENCE

**Team Member / Customer Service**  
Subway, India

June 2021 – October 2021

- operating cash register
- preparing food & drinks
- managing deliveries and mobile orders
- offering fast, efficient and friendly service to customers.
- assembling orders and packing all take out deliveries.
- ensuring cleanliness and sanitary for customer and colleagues' safety and good health

**Customer Service Representative**  
Big Bazaar, India

November 2021 - January 2022

- handled complaints and customer requests professionally and efficiently.
- handled cash transactions with accuracy and performed daily controlled functions.
- handled customer services via calls and mails.
- followed up with customers in regard to scheduling appointments and any customer questions.

## EDUCATION

**Computer Programming and Analysis – Advanced Diploma**  
Seneca College, Toronto, ON

January 2022 - Present

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