

# Harshad Patel

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## SKILLS

- Good communication and problem-solving skills.
- Great statistical and mathematical skills.
- Great experience of customer service.
- Has knowledge of working with different POS systems.
- Ability to work in a fast-paced environment.

## EXPERIENCE

### **CRA- Sudbury -** Data capture operator

March 2020- Present

- Responsible for inputting confidential information for taxpayers in to system.

### **Millennium 1 Solutions, Sudbury-** *Chargeback Intake Team Member*

MAY 2019- March 2020

- Processing credit card incoming calls.
- Handling and solving customer's quarries.
- Analyzing frauds and disputes.

### **A&L Corner Store, Sudbury-** *Owner/Operator*

AUGUST 2013 - MARCH 2019

- Responsible for ordering inventory, accounts payable, bank activities.
- Stocking up shelves and coolers.

### **Subway Sandwiches, Hamilton -** *Shift Manager*

OCTOBER 2008 - JULY 2013

- Efficient and hardworking sandwich artist
- Responsible for scheduling shifts, ordering and organizing inventory.
- Maintaining food handling standards.

## Availability

**Monday to thursday : 5.30pm to 10pm**

**Friday to sunday : 7am to 5pm**

