EDWARD OMERE

*Customer Service Representative*

130 Ling Road

Ontario

647-607-6102

Omerep36@gmail.com

**SUMMARY OF QUALIFICATIONS**

* Over 1 year experience in administrative and customer assistant work
* Experienced in providing excellent client support
* Excellent skill in active listening and skilled in phone contact handling
* Able to maintain a loyal customer base by giving satisfactory results
* Excellent oral and written communication skills; and outstanding interpersonal skills
* Expert in the use of Microsoft office tools (Word, Excel, PowerPoint, Outlook) for customer service and administrative jobs.
* Ability to prioritize work, multi-task, highly skilled in decision making and time management.

**WORK EXPERIENCE**

**customers service representative** 2017 – 2018

**Benin City, Edo State.**

**Brown and sons Aluminum**

* Identifies Customer’s needs and clarifies information and assess customer’s needs to achieve satisfaction
* Researches every issues through appropriate method and provides valid and accurate information
* Provides appropriate solutions and alternatives within limited time
* Builds sustainable relationships and engaged customers in interactive communication
* Follows communication procedures, guidelines and policies
* Maintains records of customer interactions and files documents

**WAREHOUSE ASSOCIATE (ORDER PICKER/PACKER)** 2018-2020

**Benin City ,Edo state**

**Chamere resources**.

* Strong Attention to detail and high level of accuracy
* Very good team player with organizational skills
* Worked overtime when required
* Very dedicated to the company
* Follows communication procedures, guidelines and policies

**WAREHOUSE ASSOCIATE (ORDER PICKER/PACKER)** 2021-2021

**60 Grand marshall dr ,Toronto,ON M1B 5N6**

**Home depot**

* Strong Attention to detail and high level of accuracy
* Very good team player with organizational skills
* Worked overtime when required
* Very dedicated to the company
* Follows communication procedures, guidelines and policies

**EDUCATION & TRAINING**

**undergraduate**   **2021**

*Centennial College*