

PUJAN SHAH

84 Crittenden Square, Scarborough, ON, M1B 1V1

437-799-0244

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OBJECTIVE:

Hardworking and enthusiastic trained in every phase of successful work. Immediate available for part time work in a customer service environment

SKILLS:

- Customer Service and Rapport
- Teamwork and Collaboration
- Cool Under Pressure
- WPM : 45-50 (Typing Speed)
- Warm and Friendly
- MS Word, Email, PDF
- Team Player

WORK HISTORY:**Customer Service / Food Package Processor**

Rushabh Foods – India

November 2021 – December 2022

- Was in continuous contact with customers to get orders and provide our business information.
- Guided them to what kind of food they could package such as raw and cooked food.
- Serviced consumer products for their domestic and international travel.
- Always follow custom rules and assist the customer to understand the custom rules.
- Was authorized to take customer payments and enquiries.

Sandwich Artist

Subway – Toronto

January 2023 – February 2023

- Had 15 days proper training
- Used to make sandwiches
- Prepared veggies and meat.
- Used POS system to take orders

EDUCATION:**Seneca College (Present)**

Computer Programming (Ontario College Diploma)

AVAILABILITY:

Monday, Wednesday and Thursday – 6pm to 12pm

Tuesday, Friday, Saturday, Sunday – 8am to 12pm