

# **PREM PATEL**

I aim to apply my expertise and skills to make a meaningful contribution to the organization, fostering mutual success

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120St NW, Edmonton

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## **SKILLS:**

- Communication
  - Attention to detail
  - Problem-solving
  - Time management
  - Adaptability
  - Conflict resolution
  - Teamwork
  - Work ethic
  - Flexibility
  - Customer service orientation
  - Cash handling
  - Sales skills
  - Computer skills
  - Organizational skills
  - Inventory management
  - Troubleshooting skills
  - Merchandising
  - Quality control
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## **EXPERIENCE:**

### **CASHIER AND CUSTOMER SERVICE REPRESENTATIVE**

DMART SUPERMARKET, SURAT

(Part time)

2021 - 2022

- Performed transactions accurately and effectively using cash registers and electronic systems.
  - Made a proper record of the cash and also issued receipts and change to the customers.
  - Ensured quality customer service by greeting customers, addressing inquiries, and resolving issues.
  - Communicated and coordinated with internal departments to ensure customer needs are met.
  - Kept track of the goods and notified the manager in case of low stock.
  - Multitasked efficiently during peak hours to minimize customer's waiting time. Adhered to the policies and procedures while delivering excellent customer service. Gathered feedback to ensure customer satisfaction.
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## **EXPERIENCE:**

### **INTERN**

NIEC,SURAT

2023

(full time)

- Good at Data Entry
  - File handling and Documentation
  - Communicated perfectly with client
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## **EDUCATION:**

### **NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY**

Diploma Course in Digital Media and IT

PRESENT

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## **AVAILABILITY:**

Weekdays - Any shift

Weekends - Any shift