

PREM PATEL

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120St NW, Edmonton

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

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

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.

EXPERIENCE:

INTERN

NIEC, SURAT

(full time)

2023

- Good at Data Entry
- File handling and Documentation
- Communicated perfectly with client

EDUCATION:

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

Diploma Course in Digital Media and IT

PRESENT

AVAILABILITY:

Weekdays - Any shift

Weekends - Any shift