

ADIBA AYEN SHITHI

North York, ON

(437) 733-5779, adibaayenshithi@gmail.com

Objective: Seeking position in customer service/manufacturing sector where I can utilize my skills and experience.

Summary of Qualification:

- Attentive, multi-tasking, flexible, and punctual
- Effective communication and interpersonal skills
- Ability to work well under pressure alone and as a part of a team
- Comfortable working in a fast-paced environment and able to work in repetitive motion
- Mechanical aptitude, knowledgeable in workplace health and safety policies and WHMIS
- Able to stand for long hours and load/unload 35lb products based on job requirement
- Willing to learn new knowledge with quick learning capacity and excellent in self-learning
- Advanced knowledge in Microsoft Office, Internet operations and documentation management
- Extensive conflict resolution and behavioral management skills to create harmony

Work Experience

Crew Member/Cashier

Dave's Hot Chicken

May-June 2025

Pickering, ON

- Delivered friendly and efficient service by welcoming customers
- Prepared and assembled customized food and beverage orders according to customer preferences
- Managed cash, card, and mobile payments
- Listened to customer concerns and solved issues
- Promoted store branding by showcasing current promotional items and special offers

Crew Member/Cashier

Tim Hortons

May- Dec 2024

Toronto, ON

- Provided excellent customer service by greeting customers and offering assistance
- Operated cash register and accurately processed payments, returns, and exchanges
- Marketed and branded the store with new promotional items and offers available
- Received and prepared customized orders based on customer needs
- Maintained clean and organized environment
- Food and Beverage Service

Sales Executive

Aarong Ltd.

Feb -Oct 2023

Bangladesh

- Greeted customers, offered assistance and responded to queries about products and purchases
- Received shipments, carried boxes, unloaded, and stored ingredients and products
- Organized merchandise on the floor and located items for customers and placed orders when needed
- Operated cash register, handled cash payments and card processing
- Stayed up to date with sales trends for service, achievement of sales and advertisement

Education/Training:

Diploma in Early Childhood Education

Seneca Polytechnic, North York, ON

May 2025 - Ongoing

Availability : Full Time/Part Time

Reference available upon request