

ADIBA AYEN SHITHI

North York, ON M2J 3G9
(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

May- Jun 2025

Dave's Hot Chicken

Pickering, 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
- Stocking and Replenishment
- Food and Beverage Service

Crew Member/Cashier

Feb -Nov 2024

Tim Hortons

Toronto, 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

Administrative Officer

Jan 2022 – Jun 2023

SSS Soil Engineers

Bangladesh

- Provided client services and linked up them with the Head of Design
- Helped to make the budget spreadsheets of the projects.
- Prepared meeting agenda, minutes, reports, project proposal, PowerPoints and flyers as needed
- Handled documents' distribution and other administrative projects and responsibilities

Education/Training:

Diploma in Early Childhood

And Education

Seneca Polytechnic, North York, ON

May 2025 - Ongoing

Reference available upon request

Availability : Full Time