

# Hamed Haghani

North York, ON M2N  
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4164525770

Proficient with Microsoft Word, Office, Excel and PowerPoint  
Posses years of experience in customer service  
Familiar with clerical and administrative duties  
Familiar with POS system and cash register

## Work Experience

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### **Waiter/Cashier\_ part time**

Darvish Restaurant - Toronto, ON  
December 2021 to May 2023

Worked as a server / cook  
Assisted with food preparation  
Provided exceptional customer service  
Handled cash register and POS system  
Maintained cleanliness and organization of the resturant

### **Sales Representative**

DAY Insurance  
January 2016 to October 2021

Performed insurance sales and customer service  
Assisted clients with choosing their plans  
Assisted with IT support  
Clerical and administrative support

## Education

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### **College diploma in Computer Programming**

George Brown college - Toronto, ON  
September 2022 to Present

## Skills

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- Customer service
- web design
- Microsoft Office
- Administrative experience
- Clerical experience

## Languages

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- English,farsi - Fluent