

THOMAS SAVIO

Vancouver | +1(604)401 9104 | thomassavio521@gmail.com

SUMMARY

A TEAM PLAYER WHO IS RESPONSIBLE AND PUNCTUAL WITH PROVEN LEADERSHIP AND ORGANIZATIONAL SKILL, MINUTE ATTENTION TO DETAILS; SEEKING AN OPPORTUNITY TO APPLY MY ABILITIES IN YOUR COMPANY. A YOUNG PROFESSIONAL, EAGER TO START A CAREER IN THE CORPORATE SECTOR.

SKILLS

- ENGLISH LITERATE
- GOOD COMMUNICATION
- TIME MANAGEMENT
- LEADERSHIP
- CRITICAL THINKING
- PROBLEM SOLVING
- ADAPTABILITY
- COLLABORATION
- TECH SAVVY
- CERTIFIED FOOD HANDLER

ACHIEVEMENTS

- Event Organizer (Dept. of Physics Symposium Fest, 2018)
- Active member of the Outreach program in Loyola College (2017-18)
- EDC (Entrepreneur Development Club) Member (Loyola Chennai, 2016-17)

EDUCATION

- ❖ NORTH AMERICAN BUSINESS MANAGEMENT POST BACCALAUREATE DIPLOMA
CAPILANO UNIVERSITY, NORTH VANCOUVER, BC
COMPLETION: DEC 2022
- ❖ BACHELOR OF SCIENCE IN PHYSICS
LOYOLA COLLEGE, CHENNAI
COMPLETION: APRIL 2019

EXPERIENCE

CANADIAN APPLIANCE SOURCE, Vancouver.

JUL 2021 – Present

WAREHOUSE ASSOCIATE (Part Time)

- Interact with customers to fulfill their orders and assist customer pickup.
- Part of a team who oversee the day-to-day warehouse activities.
- Condense the warehouse using spatial skills and CAS backend software.

PRESSMACH INFRASTRUCTURE PVT LTD, Chennai.

DEC 2018 – JUL 2020

PROJECT EXECUTIVE (Full Time)

Mar 2020 – Jul 2020

- Established positive relationships with new clients and continued to develop and maintain those relationships through regular communication, in order to expand the company's network.
- Assisted onsite engineers in tracking progress on different construction sites and updated it on the project schedule.
- Helped the manager to make POs for daily purchases using MS-Excel.

INTERNSHIP

Dec 2018 – Feb 2019

- Learned various process from procuring and sales to delivery to live sites through company networks
- Worked with architects in the company and connected engineers with the design plan.

AGS HEALTHCARE, Chennai.

NOV 2019 – FEB 2020

AR CALLER (ACCOUNTS RECEIVABLE)

- Aided in procuring healthcare insurance for US clients registered with Medicare, Blue Cross, Medicaid etc., in a fast moving, under the clock environment using RCM software.
- Negotiated with other customer service agents to revisit denied claims and even with insurance holders to clear backlogs.