

Abdul Qadir

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Objective	To obtain a position in a fast paced industry, with room for advancement, where I can provide professional services diligently for my employer while exploring the diversities of the business
Personal Skills	<ul style="list-style-type: none">• Customer service• Time management• Leadership• Strong administrative and organizational skills• Experienced in problem-solving• Work effectively both as team member and independently• Excellent communication and IT skills• Enthusiastic and committed• Work Ethic• Office Management Skills• Believe in constantly learning and improving knowledge and skills to perform better. Effective problem solving by thinking outside the box while maintaining guidelines. Dedicated and detail oriented with focus on successful task completion the first time while maintaining tight timelines.
Professional Skills	<ul style="list-style-type: none">• Sales Presentations & Negotiation• Client Relationship Management• Wordpress• Html,Css• Willingness to learn• Computer/Technical Literacy• Multi-Tasker• Ms Office• Patient Relations• Negotiating
Summary of knowledge in qualifications	<p>Platforms : Microsoft Windows NT, 2000 Professional, XP, Java,Html, Php,Wordpress</p> <p>Application tools : Microsoft Office System</p> <p>Proficient in various administrative and design applications including but not limited to AutoCAD, MS Office tools: Excel, PowerPoint, Outlook, etc.</p>
Business	<p><u>Owner</u> <i>Ruby Stitching</i> (2013-Present)</p> <p><u>Owner</u> <i>Hyderi Roll Point & BBQ</i> (2015-2018)</p>
Education	<p>2019 Ryerson University</p> <p>2014-2016 Aptech Computer Education (Diploma In Software Engineering)</p> <p>2013 – 2015 Board Of Intermediate Education , Karachi, Pakistan (Pre-Engineering HSC part I & II)</p> <p>2012 – 2013 Board Of Secondary Education, Karachi, Pakistan (Computer Science S.S.C)</p> <p>2010 -2012 AliGarh Institute of Engineering Technology (Diploma In Electrical Engineering)</p> <p>2005 –2011 Falcon House Grammar School (O-Levels)</p> <p>Short Courses: AutoCad 2d/3d , Computer Hardware</p>

EMPLOYMENT HISTORY	Air Canada, Toronto Pearson Intl. Airport, ON	(2019-2019)
	Station Attendant Loading and unloading of passenger baggage as per baggage tags Driving containers/carts containing passenger bags to aircraft for loading. Successful completion of Air Canada station attendant training Successful completion of Air Side Vehicle Operators Permit (AVOP/DA) training as per GTAA requirements.	
IT Experience	Amazon Fullfillment Center	(2019)
	Receiving and processing incoming stock and materials Picking and filling orders from stock Packing and shipping orders Organizing and retrieving stock Move products from shipping trucks to warehouse shelves	
Administrative Experience	Helpdesk Support Agent	(2012-2013)
	<i>ABBASI COMPUTERS AND ELECTRONICS</i> Responsibilities: PC and Server Assembling and maintenance Software Installations and Maintenance Wireless networking support	
	Free Lancer	(2014-Present)
	<i>Bobra Developers</i> Create Websites, market images and maintain the platform Service and Maintain the front end and back end of these websites (www.amiradnan.com , www.Lsmfabrics.com , www.altamash.edu.pk , www.r5aesthetics.com)	
	Administration	(2014-2016)
	<i>Zahabiya Medical & Diabetic Centre</i> Responsibilities: Handling Reception Attending Patients Administrative duties Answered incoming calls for all providers Collected patient payments and balanced at end of day Directed patient flow during practice hours, minimizing patient wait time.	
	<u>Sales Associate, Jr Assistant Accounts</u>	(2015-2016)
	<i>Adenwalla & Sons</i> Provide customer service, assist customers in sales decisions, and maximize sales. Strive to make sure that we achieve weekly and daily sales targets Replenish inventory and keep track of inventory Bookkeeping and record daily sales and purchases Handle cash and credit transactions Make cash deposits each shift Processed returns, filing and merchandising of unwanted products	
Languages	English, Urdu, Hindi, Gujrati	
Personal Interest	Movies, Travelling, Health & Fitness, Browsing, Computers, Horse Riding, Fishing	
References	Available upon Request	