

# Ahmed Alkhatib

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## OBJECTIVE

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To obtain full-time employment.

## HIGHLIGHTS OF QUALIFICATIONS

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- Great leadership skills, teaches and motivates others and leads by example.
- Hard working, achievement-driven, and results oriented.
- Exceptional time management and organizational skills.
- Quick learner and easily adapts to different work environments.
- Team player, works well with others.
- Fluent in reading, writing, speaking, and understanding English.
- Advanced understanding of Microsoft Word, Excel, PowerPoint and Outlook.
- Technical skills - HTML, CSS, GIT, Flexbox, Media queries.

## EDUCATION

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### Electronic Engineering Technology Diploma Program

Jan 2017 – Apr 2017

Seneca College, Newnham campus, 1750 Finch Avenue E, Toronto

- Basic understanding of electrical engineering, hardware programming, and software programming.

Courses taken in Program:

- Programming Fundamentals
- Engineering Mathematics
- Electronic Applications
- Introduction to Linux
- Electronic Lab Instruments and Techniques

### Ontario Secondary School Diploma

Durham Alternative Secondary School, 1400 Bayly St – Unit 21, Pickering

Feb 2014 - Jun 2016

- Accounting essentials
- Introduction to Marketing
- Canadian Law
- Philosophy
- Intro to Anthropology, Psychology, and Sociology

Ajax High School, 105 Bayly St E, Ajax

Sept 2009 – Jan 2013

- Business technology
- Construction technology
- Entrepreneurship

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## EMPLOYMENT HISTORY

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### **Warehouse Lead-Hand**

**May 2018 - Present**

Flanagan Foodservice, 295 S Blair St, Whitby

- Systematically & physically monitoring employee productivity, quality of work and break times.
- Taking corrective actions to educate employees(verbal/written)
- Completing and documenting occurrence reports for injuries and property damage
- Training employees on different functions of the workplace
- Motivating, encouraging and assisting team members.
- Joint Health & Safety representative
- First Aid certified
- Fall Arrest certified
- Safety inspection of machines
- Operating pallet jacks (single/double), reach - fork trucks, dock stocker, and order picker.
- Operating RF system
- Efficiently and accurately selecting and sequencing orders
- Product put away & replenish stock
- Repack and label product
- Receiving
- Loading trucks/trailers

### **Truck Delivery Driver**

Continental Food Products, 20 Anderson Blvd, Uxbridge

**Jun 2017 – Feb 2018**

- Order picker
- Responsibility of driving delivery truck around Ontario
- Delivering Product to stores manually with a dolly
- Responsible for collecting payments

### **Landscape Construction worker**

**July 2016 -Nov 2016**

Simpatico, 850 Tapscott Rd - Unit 45, Scarborough

- Demolition and general labor
- Excavating and filling land
- Experience with power and hand tools
- Interlocking (Leveling/ grading base and measuring, cutting and laying stone)

### **Mechanic's Apprentice**

**2014 – 2015**

Rainbow Motors, 6470 Kingston Rd, Scarborough

- Assisting in engine work, suspension change, brake change, diagnosing vehicle issues, etc.
- Oil & tire change

### **Construction Worker**

**July 2014 – Aug 2014**

Habitat for Humanity Durham work site, 372 Centre St. S. Oshawa

- Installing drywall on walls and ceilings
- Experience with taping, plaster, sanding, and painting.
- Use of hand and power tools
- Lifting 60 lb boxes of drywall compound