

**OBJECTIVE:** To serve the Organization toward achieving a superlative degree of efficiency

## EDUCATION

**Ryerson University** (Sep 2006 – Oct 2012)

- Bachelor of Commerce, “Economics & Management Science” major.

**Humber College** (2005 – Aug 2006)

- Level 3 Certified General Accountants of Ontario.

**George Brown College** (Sep 2004 – 2005)

- Foundational Economics courses.

**University of Waterloo** (Sep 2001 – Aug 2002)

- Former candidate for Bachelor of Mathematics Honours, “Computer Science” major.

**Kipling Collegiate Institute, Toronto** (Feb – Jun 2001)

- Completed Ontario Secondary School Diploma with Honours (89%).

**University of Cambridge, England** (Sep 1996 – Aug 1999)

- Completed British O-Levels (junior high school) with outstanding grades.

## SKILLS SUMMARY

- Automation of Microsoft Excel tasks via macros programmed in Visual Basic for Applications.
- Professional Whiteboard Presentation, Video Editing and Powerpoint Creation skills.
- Poetry.
- Ability to solve any problem on a general scale.
- Expertise administering Content Management Systems, such as WordPress.

## WORK EXPERIENCE:

Fulfillment Associate Tier I

**Amazon (Logistics)**

- Stowing
- Receiving

(15 August 2021 – PRESENT)  
Brampton, Ontario

Trustee

**Flower Economics Inc.**

- Coded a tool for aiding memory recall.
- Made IT troubleshooting videos.
- Solved theoretical economic problems.

(TUE 22 August 2017AD– PRESENT)  
Toronto, Ontario

Director (Volunteer)

**Ryerson Economics Alumni Association,  
Ryerson University**

- Representing our alma mater at events organized by the Economic Club of Canada.
- Working as a team managing the association’s online presence.

(Jun 2016 - Oct 2019)  
Toronto, Ontario

Payroll Administrator, Cashier, Store Manager

**Budget Electronics Mobile Inc.**

- Preparing Payroll Taxes report for submission to Canada Revenue Agency.
- Supervising employees.

(Jun 2013 - Mar 2020)  
Toronto, Ontario

Logistics Co-worker

**IKEA North York**

(May 2019 - Aug 2019)  
Toronto, Ontario

## Salman Shuaib

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Warehouse Assistant  
**INGRAM MICRO LOGISTICS L.P**

(Sep 2018 – Jan 2019)  
Mississauga, Ontario

Toronto Office Manager  
**Flavor Technology Inc**

(Apr 2006 – Aug 2006)  
Toronto, Ontario

- Directing day to day operations of tech firm, handling its supply chain management.
- Supervision of tech team.
- Supervision of admin team: arranging for the sorting and cataloguing of past receipts and credit card statements; making sure customer service is available for clients.

Accountant  
**Flavor Technology Inc**

(Sep 2005 – Aug 2006)  
Toronto, Ontario

- Carried out Payroll Administration through QuickBooks (achieved certification as QuickBooks ProAdvisor): handled accounts receivable, accounts payable, invoicing, quotes, payroll, WSIB, GST remission, managed company credit cards and bank account.
- Inventory management of high-tech servers, monitors, printers, RAID drives and other technical products from computer hardware suppliers such as Ingram Micro, Synnex and TechData.
- Handled shipping of computer hardware through Purolator, FedEx, UPS to customers.

Security Guard  
**Eminent Security Services**

(2002 - 2003)  
Toronto, Ontario

Residence Computer Consultant  
**Resnet, University of Waterloo**

(Sep – Dec 2001)  
Waterloo, Ontario

- Helping students connect to the university's LAN

Squash Instructor  
**Campus Recreation, University of Waterloo**

(Sep – Dec 2001)  
Waterloo, Ontario

Technical Assistant (Volunteer)  
**MicroSkills Employment Resource Centre**

(Jan 2001 – Feb 2001)  
Toronto, Ontario

- Helping newcomers to Canada with job application process

Store Associate  
**Toys R' Us**

(Dec 2000 – Jan 2001)  
Brampton, Ontario

#### **AWARDS AND HONOURS:**

- Offered admission scholarships to York and Guelph universities for exceptional academic performance.
- Among top three students in every Grade from 5 to 12.
- 3<sup>rd</sup> Position in competition among top students nationally in middle school.
- Graduated as honour roll student from high school in Toronto (Jun 2001).
- Student of the Year whilst in Grade 12 (Oct 2000).
- Awarded gold shield for showing outstanding result at O-Levels (junior high school, Sep 1999)
- Selected Joint Secretary in high school (1999).
- House Captain in high school (2000) where I trained, selected, and organized students for the sports week.

#### **HOBBIES:**

- Karate
- Meditation
- Books
- News
- Music
- Fine Dining
- Socializing