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

Salman Shuaib

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**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 (15 August 2021 – PRESENT)

**Amazon (Logistics)** Brampton, Ontario

* Stowing
* Receiving

Owner (Aug 2017 – August 2021)

**Flower Economics Inc.** Toronto, Ontario

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

Director (Volunteer) (Jun 2016 - Oct 2019)

**Ryerson Economics Alumni Association,** Toronto, Ontario

**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.

Payroll Administrator, Cashier, Store Manager (Jun 2013 - Mar 2020)

**Budget Electronics Mobile Inc.** Toronto, Ontario

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

Logistics Co-worker (May 2019 - Aug 2019)

**IKEA North York** Toronto, Ontario

Warehouse Assistant (Sep 2018 – Jan 2019)

**INGRAM MICRO LOGISTICS L.P** Mississauga, Ontario

Toronto Office Manager (Apr 2006 – Aug 2006)

**Flavor Technology Inc** 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 (Sep 2005 – Aug 2006)

**Flavor Technology Inc** 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 (2002 - 2003)

**Eminent Security Services** Toronto, Ontario

Residence Computer Consultant (Sep – Dec 2001)

**Resnet, University of Waterloo** Waterloo, Ontario

* Helping students connect to the university’s LAN

Squash Instructor (Sep – Dec 2001)

**Campus Recreation, University of Waterloo** Waterloo, Ontario

Technical Assistant (Volunteer) (Jan 2001 – Feb 2001)

**MicroSkills Employment Resource Centre** Toronto, Ontario

* Helping newcomers to Canada with job application process

Store Associate (Dec 2000 – Jan 2001)

**Toys R’ Us** 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.
* 3rd 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