

Aleena Khan

Whitchurch-Stouffville, Ontario • aleena.fk1@gmail.com • + 1 (705-770-3313)

EXPERIENCE

GRANITE GOLF CLUB

2024

Locker Room Attendant

- Maintained cleanliness and organization of locker room facilities, including lockers, showers, and changing areas, ensuring a welcoming environment for guests.
- Provided excellent customer service by greeting patrons, assisting with inquiries, and addressing any concerns or requests promptly and courteously.
- Managed inventory of towels, toiletries, and locker keys, ensuring that supplies were well-stocked and readily available for guests.
- Monitored locker room security, ensuring that personal belongings were secure and that safety protocols were followed.
- Assisted with equipment and facility maintenance, reporting any issues to management for timely resolution.
- Enforced facility rules and policies to maintain a safe and respectful environment for all guests.
- Conducted regular inspections of locker rooms and related areas to uphold cleanliness and hygiene standards.
- Supported team efforts in organizing special events or promotions related to the locker room facilities.

MCC CARE AND SHARE THRIFT SHOP

2021-2023

Retail Associate and Cashier

- Managed and processed transactions efficiently as a cashier, ensuring accurate handling of payments.
- Improved communication skills by assisting customers with any questions or concerns.
- Implemented effective cleaning procedures, including the disposal of outdated store items, to maintain a tidy and organized environment.
- Responsible for stocking items on shelves to keep an organized store environment.
- Informed customers about daily sales promotions, boosting overall sales and customer satisfaction.
- Guided customers with any questions or confusions about item sales.
- Created a welcoming and kind environment, prioritizing customers comfort and support.
- Handled issues related to customer service efficiently and with care.

Eco Club (Environmental)

2022-2023

Social Media Manager

- Designed creative posts and managed a social media account to grow the club's events.
- Participated in community events like tree planting, enhancing collaborative and team building skills.
- Adhered to weekly post deadlines, improving time management skills.
- Collaborated with a team to design posts, enhancing group-building skills.

Sales Events Organizer

- Participated in events that included sales to raise funds for environmental charities.
- Worked with a team to set up and organize a booth with posters to attract sales.
- Proactively engaged potential customers beyond the booth space, employing effective verbal communication skills to convey the cause.
- Strategize sales techniques with team members.
- Organized and managed transactions of sales.

EDUCATION

BILL HOGARTH SECONDARY SCHOOL

Markham, Ontario

[Diploma, French Immersion]

2019-2023

ONTARIO TECH UNIVERSITY
Bachelor of Business and IT, Major In Tech Management

Oshawa, Ontario
Current

ADDITIONAL INFORMATION

- Cashier skills.
- Technical Skills: Python, Excel.
- Soft Skills: Team building skills, problem-solving skills, loyal, flexible and social
- Fluent in English, French and Urdu.
- Previous experience in sales.