

# ASHIR AKHTER

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## SET OF SKILLS

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- Ability to code in Java, Python, and C# languages
- Great attention to detail
- Proficient with the installation of operating systems, upgrading ram, etc.
- Able to speak Urdu and Hindi fluently in addition to English.
- Demonstrated initiative to take on new projects
- Practiced ability to multitask and accomplish tasks
- Able to utilize Canva
- Practiced ability to batch common tasks to complete objectives efficiently
- Honed and practiced ability to deal positively with customers

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## WORK EXPERIENCE

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SEPTEMBER 2021, BURLINGTON, ON

### CENTRAL POLL SUPERVISOR / FEDERAL POLL OFFICIAL, ELECTIONS CANADA

- Performed quality control checks to ensure the integrity of the vote
- Oversaw the counting of ballots
- Directed the work of election officers within the central location and oversaw their schedule
- Made sure the polling station ran smoothly in terms of staffing, opening and closing, setting up and tearing down
- Managed the collection and return of ballot boxes and election material
- Filled in for poll workers during their breaks
- Acted as liaison between the poll workers
- Admitted candidates' representatives and monitored them
- Addressed problems that arose during the voting process

JUNE 2021 - AUGUST 2021, THE GTA AND HALTON REGION, ON

### FULL-SERVICE SHOPPER (INDEPENDENT CONTRACTOR), INSTACART

- Used the Instacart platform to shop and deliver orders for customers
- Communicated with customers
- Tailored service according to customers' requests
- Acted as a liaison between the customer and Instacart management
- Offered timely deliveries and response

JULY 2020 - AUGUST 2020, BURLINGTON, ON

### COMPUTER AND PHONE TECHNICIAN, REFURBISHER, CUSTOMER SERVICE REPRESENTATIVE AND E-COMMERCE MARKETER, SMART TECH OUTLET

- Added ram to upgrade memory and cleaned laptop hard drives and solid state drives
- Performed clean Windows 10 installation on laptops
- Labeled devices appropriately with all device information such as processor, ram, and price
- Staged and photographed devices for posting for sale online
- Created and managed advertisements on e-commerce platforms such as the company website and on Facebook Marketplace
- Communicated amongst team members
- Diagnosed phones' functionalities
- Guided customers to products according to their needs

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NOVEMBER 2014 - JUNE 2020, BRAMPTON, ON  
**SALESPERSON, URBAN TOYS RETAIL**

- Provided superior assistance to customers tailored to their needs and wants to buy products
- Trained new employees to provide great customer satisfaction and achieve sales
- Handled cash and operated the cash register by computing
- Performed set-up of in store products

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## VOLUNTEER EXPERIENCE

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APRIL 2021 - SEPTEMBER 2021, PEEL REGION (HEAD OFFICE IN BURLINGTON), ON  
**DELIVERY, ASSEMBLY, LIAISON AND DONOR RELATIONS VOLUNTEER, ISLAMIC RELIEF CANADA - 20 HOURS**

- Delivered hot food deliveries for homeless shelters
- Made deliveries to donors who bought products (Henna, Krispy Kreme donuts campaigns) for which funds gathered went towards those in need
- Packaged and assembled donor appreciation packages for deliveries in the Peel region
- Liaised between head office and homeless shelter administrators

NOVEMBER 2016 - JUNE 2017, MILTON, ON  
**TEACHER ASSISTANT, GARY ALLAN LANGUAGE PROGRAM - 51 HOURS**

- Taught students how to say, read and write urdu alongside the teacher
- Helped students set-up at the start and pack-up at the end of classes
- Performed paperwork in terms of copying and documenting handouts

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## EDUCATION

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SEPTEMBER 2022, NORTH YORK (TORONTO), ON  
**POST-SECONDARY EDUCATION, LASSONDE SCHOOL - YORK UNIVERSITY**

Currently enrolled for the Computer Science (Bachelor's of Science) program at York University.

SEPTEMBER 2020 - DECEMBER 2021, MISSISSAUGA, ON  
**POST-SECONDARY EDUCATION, UNIVERSITY OF TORONTO MISSISSAUGA**

JUNE 2020, MILTON, ON  
**OSSD SECONDARY SCHOOL DIPLOMA, MILTON DISTRICT HIGH SCHOOL**

Achieved the OSSD after four years of high school completion with averaging in the 90s in my senior year.

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## REFERENCES

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**Syed Saiful Islam** - Neighbour / IT Analyst  
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