

# BELAL QUAMAR

454, California Avenue, Windsor, ON, Canada N9B-2Y9  
226-961-0550; belalquamar@gmail.com

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## PROFILE OF SKILLS

- Over **8 years of work experience** as Manager, Customer representative and Quality Associate.
- Excellence at desk job with **clerical work** and fast-paced physically demanding environment.
- Strong **technical skills** including MS Office (**Word, PowerPoint, and Excel**) with experience in creating tables and graphs.
- Strong **written and verbal** communicator with diverse skills like presentations and technical reports.
- Excellent **time management, organizational and problem-solving skills**

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## WORK EXPERIENCE

**Quality Associate** (Jan 2023 - Present)

Legacy Personnel Services, Windsor, Ontario Canada

- Completed daily assigned tasks to meet production volume following safe practice.
- Evaluated products for defects and damages.
- Ensured work environment is maintained clean, safe, and organized.

**Graduate Assistant** (Sep 2023 - Present)

University of Windsor, Windsor, Ontario Canada

- Managed labs and held classes along with doubt clearing sessions.
- Assisted the professor in efficient delivery of the course module.

**Manager** (Jul 2017 - Aug 2022)

D.K Infosolutions Private Limited, Lucknow India

- Managed and coordinated a team of over 30 individuals distributed at 4 locations globally.
- Task assignment, completion tracking and Chart generation.
- Managed the processing of products accurately along with production speed and quality.

**Customer Service representative** (Jul 2015 - Jun 2017)

D.K InfoTech Private Limited, Lucknow India

- Assisted clients in purchasing new technology, such as mobile phones, PCs, routers, consoles, and CCTV, by responding to feature-related questions and comprehending their needs.
- Maintained inventory in the store by marking and replenishing after receiving new shipments.
- Aided in stocking the lobby and visitor area as well as cleaning and sanitizing multiple items.

**Ambassador** (Jul 2015 - Aug 2016)

Centre for Career Guidance and Development, Integral University, Lucknow, India

- Organized job fairs, held stocks and maintained inventory.
- Held student counselling sessions and regular office hours.

**Student Coordinator** (Jul 2014 - Jun 2015)

Software Development Cell, Integral University, Lucknow, India

- Conducted data analysis, inventory maintenance as well as Picking up of supplies and office equipment.
- Coordinated staff meetings and wrote down minutes of meetings.

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## EDUCATION

**Master of Applied Sciences** – Electrical Engineering - University of Windsor, ON, Canada - Sep 2022 - Present

**Bachelor of Engineering** – Computer Engineering - Integral University, India - Jul 2012 - Aug 2016

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## TECHNICAL SKILLS

- MS-Office
- Outlook
- Windows