

MUHAMMAD INSHAL FARID

Waterloo, ON

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HIGHLIGHTS OF QUALIFICATIONS

- Strong oral and written English, Urdu, Hindi, and Punjabi communication skills
- Calm, trustworthy, honest, and dependable in meeting objectives
- Ability and experience in dealing with customers both indoors and outdoors.
- Proficient in making presentations and delivering them to an audience.
- Demonstrated supervisory skills and team building abilities.
- Possesses sensitive and patient interpersonal and communication skills.
- Creative person with ability to work under pressure.
- Experience with Microsoft Word, PowerPoint, Microsoft Teams, and Outlook.
- Typing Speed of 50 – 60 words per minute.
- Well-versed in computer science concepts, including programming languages such as Python, C++, and C.
- Familiar with software development methodologies and tools.

Experience and Skills

Data Entry Assistant, Capitol Real Estate LLC, Dubai United Arab Emirates **2020-2021**

- Quality Control: Performed quality checks on the data entered by the main data entry professional to identify and correct any errors or discrepancies.
- Data Preparation: Assisted in the preparation of data for entry by organizing and sorting documents, forms, or other sources of information.
- Communication: Collaborated with the main data entry professional, team members, and other departments within the organization to exchange information, and clarify data requirements.

Sandwich Maker, Ajman, UAE **2020-2021**

- Food Preparation: Responsible for preparing and assembling sandwiches and other menu items according to Subway's standards and customer preferences.
- Customer Service: Interacted with customers, took their orders, and provided excellent service by addressing inquiries and customizing sandwiches to their liking.
- Teamwork: Collaborated with colleagues to maintain a clean and organized work area, ensuring efficient sandwich production and overall store cleanliness.

Store Assistant, Makkah Supermarket, Sharjah United Arab Emirates **2021 – 2022**

- Customer Service: Assisted customers with their inquiries, providing information about products, and ensuring a positive shopping experience.

- **Stock Management:** Received, unpacked, and organized merchandise shipments.
- **Cashier Support:** Assisted cashiers during peak periods by bagging purchases, processing transactions, handling cash or electronic payments, and providing customers with receipts or change.
- **Team Collaboration:** Worked collaboratively with other store assistants, cashiers, and supervisors to achieve smooth store operations.

Tutor, Private Tutoring, Sharjah United Arab Emirates

2021-2022

- **Subject Instruction:** Provided instruction and guidance to students in various subjects, depending on their areas of expertise and weakness.
 - **Lesson Planning:** Created lesson plans tailored to the individual needs and learning levels of each student.
 - **Progress Assessment:** Regularly assessed student's progress and identified areas for improvement.
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Volunteering

KW Multicultural, Kitchener, Ontario

2023 – May

- **English Language Teaching:** Actively engaged with volunteers in the English teaching program, assisting them in developing their language learning skills.
 - **Conversational Support:** Facilitated conversations in English to enhance participants' language proficiency.
 - **Educational Assistance:** Helped volunteers grasp English language concepts and provided guidance in language learning.
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EDUCATION

Matriculation with Science (Computer Science)

2018-2020

Pakistan Islamia higher Secondary School, Sharjah, United Arab Emirates

Intermediate Education with Science (Computer Science)

2020-2022

Pakistan Islamia higher Secondary School, Sharjah, United Arab Emirates

Bachelor Of Computer Science

2023-TBD

Conestoga College, Waterloo, ON

Availability

Any time.