

Nasif Shah

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SKILLS

Programming

- JavaScript
- Python
- React JS
- Angular
- SQL

Database

- MySQL
- SQL Server

Microsoft Office

- MS Word
- MS Excel
- MS PowerPoint
- MS Access

SUMMARY

Highly organized and detail-oriented Administrative Professional with experience in managing office operations, coordinating schedules, and supporting business functions efficiently. Skilled in handling documentation, correspondence, and stakeholder communication with professionalism. Adept at streamlining processes, ensuring accuracy, and contributing to organizational success through strong multitasking and problem-solving abilities.

WORK EXPERIENCE

06/2024 - 02/2025	Admitting Clerk Nova Scotia Health Authority <ul style="list-style-type: none">• Coordinated and managing the registration process, ensuring a seamless and efficient experience for participants.• Implemented streamlined registration procedures, reducing processing time by 20%.• Collaborated with cross-functional teams to address registration-related issues and improve overall participant satisfaction.• Maintained accurate and up-to-date records of all registrations, ensuring data integrity and accessibility.• Provided exceptional customer service, addressing inquiries and resolving issues promptly and professionally.
07/2020 - 08/2023	Application Consultant IBM Canada <ul style="list-style-type: none">• Collaborated with the development team in managing customer facing applications.• Developed skills in performing project tasks by using Agile Methodology.• Followed the best practices of software engineering and performing proper quality management at all work.• Gained expertise at designing and developing cross browser compatible websites.• Added functionalities and fixed defects in existing front-end services to achieve standard quality.• Worked with the project team on tracking bugs in the application by using Jira tracking tool.• Conducted code reviews, mentored junior developers, and promoted best practices in front-end development.
05/2019 - 07/2019	Integration Specialist Mackay Meters Inc. <ul style="list-style-type: none">• Maintained and engineered databases using PostgreSQL development.• Designed and documented integration solutions in accordance with best practices.• Provided technical assistance to troubleshoot and resolve integration errors.• Supported development on resolving system defects, acting as liaison and developing solutions.

EDUCATION

09/2014 - 04/2018	Bachelor Of Science - Computer Science St. Francis Xavier University, Antigonish, NS - B2G 2W5
01/2012 - 04/2014	Bachelor Of Applied Science - Mechanical Engineering Centennial College, Toronto, ON - M1G 3T8