

Nawaf Mahmood

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PROFILE Dynamic and customer-focused University Student with a passion for delivering exceptional service. Seeking a retail position to utilize my strong communication skills, attention to detail, and ability to thrive in a fast-paced environment. Committed to contributing positively to team success while gaining valuable experience and furthering my professional development.

AVAILABILITY **Full-Time**, May-September, including overnight availability if required.

EDUCATION

Sep 2023 — Present **Computer Science Bsc, University of Toronto** Mississauga

Relevant coursework includes Data Structures, Algorithms, and Software Engineering.

EMPLOYMENT HISTORY

Sep 2019 — Dec 2019 **NDP Community Services** Brampton

- Conducted door-to-door canvassing in diverse neighborhoods.
- Engaged in personalized one-on-one conversations with residents.
- Utilized effective communication skills while working at the front desk and handling resident inquiries over the phone.
- Collaborated with fellow staff and volunteers to ensure smooth operations.
- Provided leadership by guiding newer volunteers through daily schedules and tasks.

May 2022 — Jul 2022 **Liberal Party Community Services** Brampton

- Conducted door-to-door canvassing in multiple neighborhoods.
- Engaged in personalized one-on-one interactions with residents.
- Managed front desk duties and communicated effectively with residents via phone.
- Collaborated closely with staff and volunteers to achieve common goals.
- Provided mentorship and guidance to new volunteers, facilitating their integration into daily operations.

Nov 2023 — Mar 2024 **Naturally Fresh Juice Bar, Employee** Mississauga

- Welcomed and conversed with guests, ensuring personalized service
- Managed orders, food preparation, and service to patrons
- Handled transactions as cashier
- Upheld cleanliness standards in the establishment
- Processed online orders via Uber Eats and DoorDash
- Actively promoted business through consumer engagement and social media marketing on Instagram and TikTok
- Executed promotional activities to inform and engage customers
- Monitored and replenished inventory to maintain freshness and quality assurance

Jun 2023 — Present **CutAbove Lawn-mowing, Self Employed** Brampton

- Co-founded a lawn mowing company with friends, demonstrating entrepreneurial initiative.
- Managed scheduling, client communication, and billing for the company.
- Led a team of employees to deliver high-quality lawn care services to clients.
- Developed marketing strategies to attract new customers and expand the client base.
- Ensured customer satisfaction through timely and efficient service delivery.
- Handled administrative tasks such as invoicing, budgeting, and equipment maintenance.

SKILLS

Teamwork	Integrity
Leadership	Time Management
Customer Service	Problem Solving
Self-Sufficient	Attention To Detail

EXTRA-CURRICULAR ACTIVITIES

Jan 2023 — Jun 2023	Chess Club, Exec	Brampton
<ul style="list-style-type: none">• Led Chess Club meetings, fostering participation and engagement.• Organized inter-school tournaments, managing logistics and communication.• Mentored members to enhance their chess skills and foster camaraderie.• Represented the club at school events, advocating for chess interest.• Collaborated with club executives to set and achieve growth goals.		
Sep 2023 — Apr 2023	Health Occupations Students of America (HOSA), Exec	Brampton
<ul style="list-style-type: none">• Held executive role in HOSA, coordinating meetings and activities.• Organized health-related workshops and seminars for members.• Led fundraising initiatives to support HOSA's projects and activities.• Represented the club in regional level HOSA competitions.• Collaborated with healthcare professionals to arrange guest speaker events.• Facilitated volunteer opportunities for members at local healthcare facilities.		
Sep 2023 — Dec 2023	Volleyball Team, Player	Brampton
<ul style="list-style-type: none">• Contributed as a key player on the volleyball team.• Demonstrated skill and teamwork during practices and games.• Participated in inter-school volleyball tournaments representing the school.• Collaborated with teammates to achieve success on the court.• Showcased dedication through consistent attendance and effort during practices and games.		
Sep 2023 — Dec 2023	Tech Design Club, Exec	Brampton
<ul style="list-style-type: none">• Organized workshops and projects to explore various aspects of technology design.• Coordinated guest speaker events with industry professionals to share insights.• Managed club budget and resources efficiently for project implementation.• Represented the club in school events, promoting technology and innovation.• Collaborated with club members to develop innovative tech solutions and designs.		

LANGUAGES	English	Native speaker	Punjabi	Very good command
	Urdu	Native speaker	French	Very good command
	Hindi	Highly proficient		

REFERENCES

References available upon request