

Abdullah Yusuf

Brampton, ON

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Perform a wide variety of administrative and assemblies, with focusing on advanced technology development, support professional offering versatile office management skills. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality and want to create a standard positive impact in the success and productivity of the organization employed through hard work, initiative of new ideas and commitment

Willing to relocate to: Toronto, ON - Scarborough, ON - Mississauga, ON

Work Experience

Security Guard

G4S - Mississauga, ON

September 2020 to Present

- Greeted residents and visitors with a kind and helpful attitude.
- Checked identification of all persons entering and exiting the facility.
- Accompanied visitors to their destination when necessary.
- Patrolled areas to ensure they are free of danger or scandal before the end of a shift.
- Provided residents with assistance regarding any safety concerns or questions.
- Documented all concerns and incidents and reported them to a senior supervisor.
- Observed activities via surveillance cameras and called for backup if necessary.
- Quickly identified disturbance and took immediate action to prevent escalation; praised by executives and law enforcement
- Regularly review video surveillance footage to identify unusual patterns or offenses

Forklift Operator

CEVA Logistics - Mississauga, ON

August 2020 to December 2020

- Operated a forklift to move material through facility (i.e. sit down, reach truck, cherry picker) as required.
- Picked, packed, and scanned orders using a RF gun and doing inventory.
- Performed shipping and receiving duties.
- Stacked skids or pallets in designated areas; cleaned up and disposed of scraps, cardboard, plastic wrap, and strapping and placed in proper containers.
- Promoted a clean, safe and positive work environment.
- Maintained the facility's equipment and materials in a neat, clean, and orderly fashion and performed daily equipment checks; complied with OSHA and MSDS Standards.

Delivery Driver

Apple Express - Montréal, QC

June 2019 to March 2020

- Regularly and responsibly handled the customer service complaints and resolved them with complete customer satisfaction.
- Successfully complete completed all deliveries by time requested.
- Plan and follow the most efficient routes for delivering goods.
- Pick up packages from the warehouse and deliver them to the customer's door

Machine Operator

Top Canada Pharmaceuticals - Dorval, QC

March 2018 to June 2019

- Assembly parts and connecting hoses to the blending machine to mix weighed products.
- Set up granumille and vacuumex to transfer weighed products into the blender.
- Inspect and assemble all parts of the fette machine.
- Align dice, upper and lower punches into the machine in accordance with the pill to be produced.
- Fill uppers with the mixed product.
- Adjust machine then measure pills to determine thickness, hardness and weight using precision measuring instruments such as micrometers, scale balance and hardness tester.
- Operate blending and compression machine respectively.

Security Guard

ADT Security Services - Houston, TX

September 2015 to December 2016

- Enforcing laws, rules and company policies.
- Responding to emergencies.
- Protect property.
- Controlling access to building and protecting employees, guests and the public.
- Monitoring alarms and surveillance systems.
- Patrolling areas and performing security checks.
- Writing activity and incident reports.

Package Handler

UPS - Houston, TX

April 2015 to November 2016

Lifting packages up to 150 lbs. from head sorter and assembly line.

Sort totes from large packages, small packages and envelopes

Following packing label to ensure parcels are on the correct trucks

Always following safety guide lines for lifting.

Monthly quizzes about safety, lifting, loading and breaking jams.

Maintain the integrity of shipments to preserve the condition of products during loading, unloading and packaging.

Coach and assist newly hired in packaging, loading, unloading safety, and navigation protocols.

Demonstrate quality training by developing methods and techniques to help my peers fully understand and quickly learn specialized procedures in the transporting and disposal of hazardous materials.

Machine Operator/ Forklift operator

Alcon Medical Lab

September 2013 to April 2016

Set up the case sealing to specification.

- Inspect, test, and adjust completed units to ensure that units meet specifications, tolerances, and customer order requirements.
- Measured parts to determine tolerances, using precision measuring instruments such as micrometers and calipers.
- Position, align, and adjust parts for proper fit and assembly.
- Set up machinery and assembly stations.
- Planned and assign work tasks in order to meet production goals efficiently, performed general and preventative machine maintenance tasks.
- Operates welding machine to assemble cassettes.
- Assembling medical parts such as infusion and vent cannula, cassettes and drain bags and so on.
- Operate forklift machine in the warehouse to pick out raw materials for order.
- Pick orders and parts needed on the line.

Assembler

Goodman Global, Inc - Houston, TX
May 2013 to December 2013

Secures and prepares product for testing Conducts performance (efficiency and capacity) testing according to regulatory requirements Records data and generates and issues individual and summary reports Reconditions tested products.

- Sort, shine, sustain and standardized working station.
- Coordinate and facilitate quality and issue resolution, problem solving - identify, contain and solve.
- Weekly/Quarterly/Daily metrics, Production Support, responsible for rework on units put on hold and designs, implements and evaluates control methods and systems.
- Routes and connects wires on assemblies between individual components, connectors, terminals, and contact points, using soldering, or crimping.
- Design and testing of HVAC products; maintain proper lab supplies and store such in a safe manner; and perform housekeeping and others.
- Develop credible test plans & work with suppliers. Gather critical data in a timely manner allowing the management to make the critical launching decision with minimum risk.
- Participate in other related Engineering Projects to be familiar with GM products and to provide value added contributions Work with suppliers and GM functional groups to identify CIP & Quality improvement opportunities in the current production Compressors.
- Schedules and coordinates parts inventory and flow to and from the assembly lines, manage change-overs, ensure the correct parts/material and product are built to BOM.
- Inspects, tests installed units parts for fit, performance and verifies compliance with standards using measuring and test equipment.

Customer Care Representative

Etisalat Nigeria - Lagos
January 2011 to April 2012

Takes calls and listens to client concerns regarding their accounts
Responds to client inquiries about plan benefits through phone, chat, or e-mail
Oversees member accounts and modifies/changes them as needed or as requested by the client
Identifies the actions necessary in order to obtain the results needed by the customer
Provides answers to client questions and queries regarding their plan
Handles customer complaints regarding billing, payments.
Refers client to superiors for other concerns.
Records actions taken and modifications done during the phone transaction.

Generates sales leads through telemarketing.
Conducts phone surveys to clients to ascertain the company's quality of service.

Education

WAEC in Secondary

Homat Group of School - Lagos
September 2007 to June 2013

Skills

- Microsoft Office (2 years)
- Manufacturing
- Machine Operator
- Packaging
- fast learner

Certifications and Licenses

Driver's License

Additional Information

SKILLS

- Hardworking, result-oriented, innovative and ability to handle multiple tasks
- Ability to acquire new skills and knowledge within a short period.
- Ability to work in a computer-based environment.
- Good communication, planning and organization skills.
- Highly personable and diligent with ability to work within a team.
- Committed, disciplined, integrity and tact with a strong drive to succeed.
- Mechanical and Electronic Assembly with soldering skills.
- Assembling cables Color and Depth perception.

Computer Skills:

Desk Top Publishing MS Word
MS Excel
MS PowerPoint

Peachtree Accounting
Power Point
MS Access
MS Project

Database Spreadsheets/Reports

Windows
Corel Draw