

Maria Keleshian
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HIGHLIGHTS OF QUALIFICATIONS

- Over five years of experience in retail and one year of manufacturing experience
- Strong customer service, accounting and inventory management skills
- Friendly personality, works well independently as well as in a team
- Proven ability to learn new skills quickly and excel in a fast-paced environment
- Proficient in Microsoft Office and other computer software

EDUCATION

Bachelor of Arts, Accounting 2011
University of Aleppo
Aleppo, Syria

WORK EXPERIENCE

Logistic Coordinator, PWO Canada, Kitchener, ON Jan-Dec 2020

- Managed physical inventories by conducting visual and physical counts of inventory levels and parts to help inform schedule development
- Organized inventory by solving problems and managing time
- Developed reports using SAP and ODC to enhance production efficiency and support effective manufacturing processes.
- Assisted with shipping and receiving

Packager, PWO Canada, Kitchener, ON Nov 2019-Jan 2020

- Conducted quality assurance on products according to prespecified quality standards
- Packed and prepared products for shipping

Team Member, Tim Horton's, Kitchener, ON 2016-2019

Supervisor:

- Greeted and welcomed customers to the store
- Operated cash register and served customers effectively and efficiently
- Prepared baked goods and drinks

Accountant, Franco Company, Aleppo, Syria 2011-2015

Supervisor:

- Informed customers on company products and sales
- Ordered products from overseas per customers' requests

- Inspected merchandise of purchase orders to match company standards
- Resolved customer issues in a professional manner

TEACHING EXPERIENCE

Personal Tutor

2010-2011

Aleppo, Syria

- Assessed students' individual learning needs
- Provided after-school private lessons to elementary school students
- Subjects taught include English, math and science

REFERENCES

Available Upon Request