

Rafey Sethi

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Education

Wilfrid Laurier University

Honours Bachelor of Business Administration

Waterloo, Ontario

Expected Graduation date: 2017

- **Relevant Coursework:** Financial Mathematics, Statistics, Economics, and Accounting

Work & Leadership Experience

Microsoft Corporation

Retail Service Specialist

Kitchener, Ontario

September 2014 – Present

- Showcasing the Microsoft lifestyle and engaging consumers to experience the new Surface Pro 3 PCs
- Educating consumers on the Surface Pro devices by using dynamic and outgoing personality
- Working independently and partnering with sales associates to increase sales and create a flawless shopping experience
- Enhancing the consumer experience at various retail locations while generating interest for the Microsoft Lifestyle

Ahmadiyya Jama'at Inc.

Finance & Accounting Assistant

Vaughan, Ontario

June 2014 – August 2014

- Closely worked with the finance and accounting managers to ensure smooth operations of all finance and accounting related matters
- Developed the ability to support the managers by inputting sales and purchase ledgers from source documents
- Demonstrated excellent concentration levels while inputting data with speed and accuracy
- Proficiently assisted in the production of financial statements, applications, preparation of spreadsheets and reports

Tilt

Campus Brand Ambassador, Wilfrid Laurier University

Waterloo, Ontario

November 2014 - Present

- Promoting a San Francisco based tech start-up within the Wilfrid Laurier community
- Connecting with campus clubs, groups and events to get them tilting
- Being the on campus face of one of the fastest growing start-ups in the world

Laurier Supply Chain Management Association (LSCMA)

Founder & President

Waterloo, Ontario

May 2014 – Present

- Displayed effective teamwork, project management, and coordination skills while collaborating with members of the Association and the effective team body
- Successfully developed partnerships with nationwide associations to promote Supply Chain Management as a career for university students
- Developed leaders capable of serving within as well as beyond the club level
- Organized the arrival of alumni guest speakers to raise more awareness about the Supply Chain Management Sector

Skills, Awards & Interests

Technical Skills: Proficient in Microsoft Word, Excel, PowerPoint, and Access

Certifications & Training:

- Bloomberg Essentials Training (enrolled)

Awards:

- Presidents Gold Scholarship - Entrance scholarship granted by Wilfrid Laurier University to Ontario Secondary School graduates who have maintained above a 90% average in Grade 12 studies.
- Ontario Scholar - Awarded for maintaining excellent academic standing and an average over 80% during all four years of high school studies

Activities and Interests: Investing in stocks with Questrade; Intermural Volleyball & Basketball