

ADEEL QUDDUS

(951) 316-8666 • adeelquddus000@gmail.com • Eastvale, CA 92880

PROFESSIONAL SUMMARY

Enthusiastic Human Resources Intern eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Currently completing my Bachelors Degree in Human Resources Management and looking to gain further real world experience while developing acquired abilities in communication, management and multi-tasking. Motivated to learn, grow and excel in HR industry.

SKILLS

- Strong Attention to Detail
- Quality and Defect Control
- Productivity and Time Management
- Microsoft Office
- Proficient in Microsoft Office
- Verbal and Written Communication
- Attention to Detail
- Customer Relationships
- Customer Service
- Data Entry and Database Skills
- Recordkeeping and Documentation
- Motivated Team Player
- Team Coordination

WORK HISTORY

May 2018 - Dec 2018
Eastvale, CA

Amazon Warehouse Associate / Amazon

- Wrapped pallets in shrink wrap prior to loading.
- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Maintained accurate inventory records to provide data for use in audits and completion of order requests
- Maintained warehouse accessibility and safety for customer traffic by discarding empty boxes and removing obstacles from aisles.
- Assembled orders and packed items for shipment, conveying orders to shipping personnel.

Feb 2016 - Feb 2018
Riverside, CA

International Club Representative / Riverside City College

- Greet visitors and attend to phone inquiries by directing students to the appropriate person or service.
- Maintained records to document and verify department activities.
- Answered questions and immediately resolved guest, associate or management concerns.
- Assisted marketing department in various projects, promotions and events.

Mar 2016 - Jan 2017
Riverside, CA

Supplemental Instructor / Riverside City College

- Implemented and optimized new curriculum and day-to-day instruction to align educational strategies with industry best practices.
- Recommended students for programs to enhance academic support through improved learning strategies.
- Led discussions and activities centered around course content.
- Maintain and manage class attendance records.
- Evaluated exam scores to track program effectiveness.
- Prepare lesson outlines and plans for various courses and submit them to professors for review.

Feb 2016 - Jan 2017
Riverside, CA

International Student Services Assistant / International Center, Riverside City College

- Phone Inquiries and scheduling appointment with counsellor.
- Maintaining records for Students.
- Arranging Orientation for upcoming students.
- Guiding prospective students the procedure, how to apply and what are requirements.
- Taking care of financial matters and book keeping(application fees).
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Volunteered to help with special projects of varying degrees of complexity.

EDUCATION

Expected in Dec 2022
Fullerton, CA

Bachelor of Arts in Human Resources Management
California State University - Fullerton

Dec 2017
Riverside, CA

Associate of Arts in Business Administration and Information System
Riverside City College

AWARDS

- Student Athlete Award 2015-2016
- Outstanding Achievement, International Club 2015-2016