

# Bilqis Sherif

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330 Cranford Park Southeast, Calgary, AB T3M 0S8 - Cell: 587 834 1751 -

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## Professional Summary

Excellent at decision making and effective at anticipating customer needs. Provides an enthusiastic personality in a team environment. Proficient at processing information and can apply it effectively. I am a hardworking self-motivated individual who enjoys working in a team and on my own initiative. I am punctual, reliable, highly organized. I possess a flexible and mature approach to work, with the desire and hunger for continuous success.

## Skills

- Fluent in English and Arabic
- Attention to detail
- Self-motivated
- Adaptability
- Energetic
- Strong communication skills
- Part time flexibility with schedule

## Work history

Walmart, McLeod Trail, **Calgary, 8/2018** - 1/01/2020

cashier

- Opened and closed registers
- Assisted and training 5 new cashiers
- Monitored cash limits
- Ensured quality costumer service at all times
- Maintained thorough knowledge of in store merchandise and responsible for selling in store credit cards
- Developed a reputation for great communication with customers, quick thinking, and managing the register at a busy environment
- Received top rating in selling in store credit cards

## Reference

Harleen (previous manager) - 587 716 0058

Volunteered at Shams Al Marifa girls scout organization and Tarif Al Agar English in Tripoli, Libya 7/2017 - 30/11/2017

- Reviewed and followed all directions from supervisors
- Completed the tasks needed
- Assisted kids with proper needs and help in academics
- Maintained an enthusiastic and safe environment at all times
- Provided effective leadership to the kids and the team
- Learned how to work in a team environment
- Trained and supervised by teachers
- Applied knowledge and ideas in certain situations

**Drop in Centre, Calgary**                      **10/1/2018**

**Volunteer**

- Prepared food for clients
- Followed routines and directions as given
- Completed tasks in an efficient and accurate manner
- Maintained safe environment

**Education**

Joan Cardinal Schubert High school - Calgary Board of Education - Calgary, AB, Calgary

YMCA Achievement Program Participant

- Learn how to work in a team environment
- Develop communication and writing skills

**Certifications and Licences**

standard child care first aid & CPR/AED

Level B

February 2019 to February 2022

**Additional information**

- Communicative individual offering a background in volunteering. Dedicated and focused individual currently pursuing a role as a volunteer at the Calgary Public Library
- Energetic volunteer offering outstanding skills. A well-trained individual who works with children and the elderly
- Member of the school soccer and basketball team

