

Hazkeel A. Qureshi

Aspiring Full-Stack Developer | Crafting Striking Designs & Data-Driven Applications

Phone: (647) 914-7036 | E-mail: hazkeel27@gmail.com | Toronto, ON

LinkedIn: [hazkeel-qureshi](#) | Portfolio: [hazkeel27](#) | GitHub: [hazkeel27](#)

TECHNICAL SKILLS

Git, HTML, CSS, Javascript, Bootstrap, DOM, Third-party & Server-side APIs, JQuery, JSON, AJAX, NodeJS, ES6, ExpressJS, Python, SQL, C# .NET, C, C++, Object-Oriented Programming, Agile Development, Fortinet Cybersecurity

SOFT SKILLS

Communication, Time Management, Collaboration, Technical Problem Solving, Emotional Intelligence

WORK EXPERIENCE

Office Assistant

May 2021 - Aug 2021

AMJ Inc.

Toronto, 255 Old Kingston Rd

- Provided technical support through phone and email, assisting with payment account inquiries, while utilizing the company's software.
- Utilized company's software for Data Entry and Management of client information ensuring up-to-date records and efficient service delivery.
- Created a customized Inventory Management System for various private properties across Toronto, utilizing software tools and databases to improve property management efficiency resulting in cost savings and enhanced operational effectiveness.
- Traveled to private properties to update the Inventory Management System, ensuring accurate and up-to-date inventory records.
- Created visually appealing graphic designs for wide-scale community events, utilizing design software effectively promoting the events and conveying key messages and event information.

New Accounts & Client Documentation

May 2020 - Aug 2020

RBC Wealth Management

Toronto, 180 Wellington St W

- Processed and filed RRSP, TFSA, Investment, Joint Investment, and Beneficiary documents by implementing an organized system, ensuring accuracy, and facilitating efficient retrieval, thereby maintaining accurate documentation and streamlining processes.
- Efficiently handled the daily influx of over 100 documents by reviewing them for critical data. Scanning and transmitting them electronically to other departments, ensuring streamlined document processing and accurate data capture.
- Utilized the Client Source Data Management System for Data Entry of client's account information, ensuring accurate and up-to-date records, efficient data management, and service delivery.
- Handled confidential and sensitive client information by following internal security procedures and discretion, ensuring client confidentiality and compliance with privacy regulations.

Fee Billing Operations Administrator**May 2019 - Aug 2019****RBC Wealth Management****Toronto, 180 Wellington St W**

- Ensured proper billing setup on the Fee Processing System by conducting thorough analysis and reviewing system requirements resulting in streamlined fee processing and efficient billing operations.
- Addressed billing inquiries from Investment Management, Estate & Trust offices and business partners, providing prompt and accurate responses ensuring timely resolution.
- Managed investigations from multiple channels, adapting to volume changes and business initiatives, resulting in improved efficiency and adaptability.
- Occasionally investigated client accounts & billing issues, ensuring their reconciliation, approval, and accurate tracking, resulting in efficient operations and risk mitigation.
- Reviewed daily reports received to ensure all client accounts requirements were met, ensuring compliance, accuracy, and smooth operations.

EDUCATION

University of Toronto

*Full Stack Web Development Boot Camp Certificate**2023 - Present*

Seneca College Newnham

*Computer Engineering Technology Advanced Diploma**2018 - 2021*