

Objective

To work in an environment where I can use my interpersonal skill and knowledge to achieve the organization objective

Summary of skills

- Effective communication and presentation skills
- Experience with Microsoft Office (Word, PowerPoint, and Excel), Adobe PDF and Outlook
- Ability to communicate in groups and individuals in a positive manner
- Self-motivated, honest and reliable, hard working, organized, time oriented and passionate
- Able to manage time wisely while working independently and with a team under strict time limit
- Able to adapt quickly in a new working environment
- Good learner and leadership qualities

Education Experience

- **Post-Graduate Certificate, Web Development** **2019-Present**
Humber College
- **Bachelor of Engineering, Computer Engineering** **2014-2018**
M.B.I.T.

Work Experience

Revenue Cycle Specialist, Taskflow Answer Pvt. Ltd. **December 2018 – June 2019**

- Experience in Quality Assurance and Testing
- Experience with data analysis and maintaining database
- Verified insurance information of hospital based patients and ensured that demographic information was provided correctly and updated the database accordingly
- Set up payment plans for people with delinquent medical bills

Campaign Volunteer, Conservative Party **October, 2019**

- Initiated phone calls to prospective voters to encourage them to vote, volunteer and support the candidate
- Collected voter responses and information and logged them in Canvas
- Sat in on meetings concerning campaign strategy and direction
- Participated in door-to-door canvassing events
- Inform the voter upon where their polling location is located
- Selected as candidate representative at the polling station on the day of election

Amazon**November, 2019**

- Accurately and efficiently performed primary job functions determined by work assignment
- Managed inventory within the warehouse by completing physical tasks
- Shipment & Receiving products
- Locate and bring product to the designated area
- Motivated team to meet Common Goals
- Maintain a safe clean work environment; pallet area workstations and shipping area
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation
- Worked on the packing line handling materials
- Followed a daily task list and maintained the section
- Achieved special praise from the Warehouse Manager for completing the project earlier than schedule