Md Ashif Minhaj

**Administrative Assistant/ Forklift Operator/Production Member**

Guelph, ON N1H 6C7

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**A Short Highlight:**

A highly motivated individual currently working at Jefferson Elora Corporation as Material Service Associate (MS). After completing a post graduate certificate program in Project Management offered through Fanshawe College, ON, Canada, I gathered experience in sectors of customer service, logistic operations, office administration and inspection in production floor. I had opportunities to use business administration knowledge that I acquired from my bachelor’s degree, in the IT sector of Bangladesh.   
   
**Skills:**

Event Organizer:   
Organized many events during my educational career, including a motivational seminar for new students, Top NGO anniversary program etc.   
   
Customer Service:   
Experience dealing with various customers in my career in the IT and retail sector.   
   
Report Writing:   
Created profiles on different customers and companies. Also generated research reports on specific topics.   
   
Presentation:   
Powerpoint and freestyle presentations are a strength I have gained through working in the IT sector and during my school career.   
   
Software and Tech:   
Capability of work using MS Word, MS Excel, MS Powepoint, MS Project.   
   
Communication:   
Experienced on maintaining effective communication between higher authority and lower level when crucial decisions must made.   
   
Navigation: Discovering new places is a hobby of mine and I have an interest in travelling. Data and File Management: Organizing and safely storing and preserving data.   
 

**Flexibility of Relocation**

Willing to relocate: Anywhere

**Work Experience**

**Material Service Associate**

**Jefferson Elora Corporation** -

Elora, ON

December 2020 to Present

Responsibilities: (Forklift)   
   
1. Keep track of the location of goods   
2. Report any damaged or lost goods   
3. Move goods from one location to another   
4. Ensure proper health and safety regulations are followed   
5. Store the forklift back in the proper place   
6. Ensure there is adequate gas in the forklift   
7. Perform inspections on the forklift   
   
Responsibilities: (Packaging and Shipment)   
   
1. Stack and pile finished goods into containers   
2. Assemble containers and crates, pack goods to be shipped, and prepare identifying information and shipping instructions.   
3. Clean and prepare containers for packing.   
4. Check to ensure containers are damage free.   
5. Verify if items pulled out of package are correct.   
6. Maintain database of packages.

**Logistic Associate (Electronic Data Interchanger) Administrative Assistant**

**Jefferson Elora Corporation** -

Elora, ON

February 2017 to December 2020

Responsibilities:   
   
1. Receive shipments and ensure both quality and quantity   
2. Create and maintain contact with vendors and customers (Honda Canada and TMMC) to ensure timely delivery of goods   
3. Interact with third party logistics service providers (Expedite Shipments)   
4. Audit freight cost and documentation   
5. Ensure accuracy of all inventories   
6. Maintain communication with warehouse staff to ensure proper working order   
7. Create and review bills, invoices and purchase orders   
8. Assist customers with inquiries over phone and email   
9. Create packing lists and update shipment information in database   
10. Organize files both manually and electronically   
11. Coordinate deliveries for repaired or returned items   
12. Ensure that the warehouse has sufficient space for incoming deliveries   
13. Ensure that all items are properly numbered and tagged   
14. Conduct safety procedures for outbound shipment vehicle   
15. Arranging expedite road/air shipment for inbound or outbound   
16. Input proper pricing and other related information in the system for custom paperwork.   
17. Order scheduling by shipment time and date.   
18. General administrative work

**Weld Associate**

**Jefferson Elora Corporation** -

Elora, ON

August 2016 to February 2017

Responsibilities:   
1. Loading raw parts onto jigs in an automated weld facility   
2. Ensuring parts quality by inspection   
3. Reporting to the team leader   
4. Packaging completed parts   
5 Operating machines

**Production Member**

**Maple Leaf Foods Inc** -

Guelph, ON

August 2015 to December 2015

Responsibilities:   
1. Putting foods on line tray   
2. Packaging the product   
3. Operating machines

**Customer Service Associate**

**Dollarama** -

Toronto, ON

May 2014 to February 2015

Responsibilities:   
1. Maintain the cash register   
2. Packaging the product   
3. Tracking the inventory   
4. Reporting to the supervisors

**Business Development Officer**

**Bengal Solutions LTD** -

Dhaka, BD

May 2012 to July 2013

Responsibilities:   
1. Arrange meeting with the clients and higher management   
2. Demonstrate new products to the clients   
3. Maintain database   
4. Monitor and provide advice to management to minimize risk resulting from poor internal controls.   
5. To conduct any reviews or tasks requested by Management.   
6. Work with the product development team to conduct required system as well as user interface requirements, data requirements and report formats   
7. Demonstrate effective written as well as verbal communication skills with internal external users.

**Education**

**Certificate in Project Management**

**Fanshawe College** -

London, ON

2013 to 2014

**Bachelor of Business Administration in Hindi**

**BRAC University** -

Dhaka, BD

2008 to 2012

**Summery of Professional Skills in Short**

* **Logistics**
* **Inventory Control**
* **Shipping and Receiving**
* **General Administrative Work**

**Additional Information**  
   
Adaptability: Used to work in multicultural environment that makes to adapt any situation easily.

Team Combination: Easy going personality, able to interact with any members of a new team.

Work Environment: Flexible and used to work in fast pace and under pressure work environment.

Long hours: Used to work for a long time period as well as standing and walking.

Culture: Easily compliance with different origin and cultured people.

**Reference:**

* Holly Wozniak  
  Logistics Coordinator  
  Jefferson Elora Corporation  
  hollyw@jec.on.ca