

AYMAN SIDDIQUE

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SUMMARY

A College Graduate seeking to enter the professional world & learn the ropes to learn, grow, improve & help out your business, willing & determined to learn what it takes to be an excellent part of a high performing team.

EDUCATION

Seneca College

Toronto, ON

Business Administration-Management (Diploma)

January 2021 - August 2023

EXPERIENCE

Securitas Canada

Toronto, ON

Security Guard

March 2022 - March 2024

- Served as first point of contact for majority of business clients coming in
- Gave necessary care & attention to all customers as they needed
- Helped branch management & employees with handling rude customers & other needs
- Helped out with business opening & closing hours, door locks, Floor Checks, reporting all things as required by protocols
- Called in emergency services as the need arose, dealt with annoying customers that troubled business premises & personnel

Arrow Workforce Solutions

Toronto, ON

Warehouse Associate

March 2022 - March 2024

- Trained new hires to work as per expected standards
 - Helped pick ordered items & pack them safely with needed care especially in case of fragile items
 - Checked & ordered for stationery & warehouse supplies as & when the need came up
 - Helped speed up the warehouse conveyor belts by handling any blockages, unsupervised areas, cleaning up passages & misplaced trolley carts
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Skills

Canva, MS 365, Word, Excel, Outlook, MYSQL, Python, HTML, Customer Service, Site Management, Training, teaching, leading, Trainable to learn anything taught research, note making, writing & making Reports & Presentations, finding proof & citation, using the Internet, software, tools