

Neha Ahmed
Toronto, Canada

Dear Hiring Manager:

Please accept the attached resume to be considered for this opportunity currently available in Toronto, Canada. I am interested in this position and am confident that I can contribute my knowledge and skills to this position.

I graduated from McMaster University in the Honours Life Sciences program in 2014. I was working in UAE for the past couple of years and developed a lot of my professional skills in the progress. I am currently based in Toronto and working with a non-profit organization as a project coordinator. During my apprenticeship program at Expo 2020 Dubai, I completed trainings in the areas of communication, project management, creativity and innovation through a series of workshops, projects and group interactions. Through my Expo 2020 Dubai work experience, I got to work with and learn from a lot of different kinds of people with vast experiences which helped me become adaptable to different scenarios. My role as a program management associate assisted me in becoming proficient in working with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project and other editing software. As a program manager I was involved in data analysis, project scheduling as well as presentations and design. I am a quick learner and have an ability to quickly grasp concepts and techniques in an efficient way.

My previous volunteering experiences have involved working with children as a peer leader and a tutor, as well as with non-profit organizations raising money for charity. I also volunteered at the St. Joseph's Hospital in Hamilton assisting elderly patients in their daily routines. My previous employment experiences in fast-paced environments such as a grocery store and a fast food restaurant have enabled me to work well under pressure as well as improved my time management and interpersonal skills. Along with my studies, I also worked as a Student Fundraising Representative at my University and have developed great communication and customer service skills. I am fluent in verbal and written English, as well as Urdu and Hindi.

I believe that I can be an asset to your program and I look forward to the opportunity to discuss my qualifications in person. I am available at your convenience and can be reached at 647-331-2627 or by email at neha_ahmed@live.co.uk. Thank you in advance for your time and consideration and I look forward to hearing from you.

Sincerely,

Neha Ahmed