

Amaan Merchant

98 Larkhall Street, St. John's, A1B 2C6

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Phone: (709) 400-3368

Education

- **Bachelor of Commerce (Co-operative) with a minor in Economics** Sept 2017
Class of 2022
Memorial University of Newfoundland, St. John's
 - **International Baccalaureate Diploma** May 2016
Aga Khan Academy, Hyderabad
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Work Experience

- **Co-op Student** Jan 2020 - April 2020
Lester Landau, Iqaluit
 - Provided Administrative support
 - Prepared over 400 tax returns and CRA Reply Letters
 - Employed communication and interpersonal skills to interview clients and build trust
 - **Student and Research Assistant** Jan 2018 - Dec 2019
Various MUN Departments, St. John's
 - Assisted with office administration
 - Performed clerical tasks
 - Transcribed hours of interviews and performed qualitative and quantitative analysis
 - Managed email correspondence for the Sustainability Office
 - Organized and conducted large events such as Sustainability Fair
 - **Accounting and Administrative Assistant** Sep 2018 - Dec 2018
Memorial Centre for Entrepreneurship, St. John's
 - Prepared and processed receipts, expense accounts and budget reports
 - Assisted with office administration
 - **Customer Service Associate** Nov 2016 – July 2017
Amazon Development Centre, Hyderabad
 - Utilized problem-solving, communication and research skills to assist customers and deliver timely, accurate, and professional customer service
 - Always reached outlined goals and was in the top 5% of the branch in metrics
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Volunteer Experience

- **MUNSU Representative** Dec 2019 – Dec 2021
MUN Board of Regents, St. John's
 - Represented undergraduate student interests at the Board
 - Member of the Finance Committee
- **Head Organizer** Jan 2019 – Feb 2019
Fundraiser for Yemeni and Syrian Refugees, St. John's
 - Organized, marketed, and managed a flower selling and delivery service across campus to fundraise for Syrian Refugees
- **Head Organizer and ESL Teacher** Dec 2016 – July 2017
English Language Culture, Education Board, Hyderabad
 - Led a team of 5 volunteers
 - Organized weekly workshops
 - Initiated and taught a weekly ESL class for adults
- **CEO and Founder** Sept. 2015 – Feb 2016
The Business Club, Hyderabad
 - Founded and managed a crowd-funded social enterprise – raised a capital of 21,000 INR
 - Recruited and managed over 20 volunteers and conducted events
 - Employed strong organizational skills and raised capital to generate net profit of 15,000 INR

Awards/Scholarships

CIBC Undergraduate Bursary	2018-2020
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Workshops

Active Citizens Workshop Memorial University, St. John's	Oct 12 - Oct 14 2018
Global Encounters Camp Hyderabad	Nov 2015 – Dec 2015

References

Graham Hastie
Manager,
Lester Landau
grahamhastie@lesterlandau.ca

Toby Rowe
Sustainability Co-ordinator,
Memorial University of Newfoundland
toby@mun.ca