

# Haseeb Minhas

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## EDUCATION

### DePaul University, Chicago, IL

*Bachelor's in Business*

Expected June 2023

*Major in Management Information System*

GPA: 3.47./4.0;

CPA Eligible: June 2023

## INTERNSHIP AND RELEVANT EXPERIENCE

### Materialsxchange

Sep 2021- Present

*Intern*

- Data Entry
- Communicating with suppliers and buyers in order to bring business
- Sending FOB invoices to all buyers
- Responds to customer inquiries and assist with solving customer concerns
- Provides friendly, courteous customer service. Acknowledges customers immediately
- Manage customer documents and information in an organized, efficient, and secure manner
- Responds to customer inquiries and assist with solving customer concerns
- Provide service on the following items
- Introduced more ideas for improving website functionality

### DePaul University

June 2021 - Present

*Mail Clerk*

- Responds to student inquiries and assist with helping them get packages or addressing concerns
- Provides friendly, courteous student service. Greets students with smile, acknowledges student immediately
- Provided on boarding training to new student employees.
- Sorted packages as per their destination
- Made deliveries to all different departments on a regular schedule
- Perform quality and quantity duties as expected for position

### Minhas Traders

*Customer Service Associate*

May 2020 – Aug 2020

- Assist customers with any products they need help with.
- Attend all the customer service phone calls and assist them.
- Make sure all the inventory is up to date.
- Discuss different products to promote each week to increase the sales of a specific product.
- Efficiently put on and take off new promotional tags every week.
- Order products that are out of stock
- Receive TCS drop offs..

## ACTIVITIES & VOLUNTEER WORK

### Rogers Park Cricket Team, Player

December 2020

<ul style="list-style-type: none"> <li>Worked as a senior volunteer and led a student group on a tour of various medical departments in a nonprofit organization, SIUT (Leadership experience)</li> </ul>	Dec 25 2018
<ul style="list-style-type: none"> <li>Have worked at a nonprofit organization as a volunteer at Indus hospital to ensure that patients are as comfortable as possible and have all basic necessity</li> </ul>	Dec 23 2017
<ul style="list-style-type: none"> <li>Volunteered at the beach cleanup</li> </ul>	Dec 30 2017
<ul style="list-style-type: none"> <li>Successfully executed a drive to distribute jackets in winters to poor people</li> </ul>	July 2019
<b>SKILLS</b> <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills.</li> <li>Campaigned for donations for the hospital which led to the Refurbishment of a new Intensive Care Unit.</li> <li>Organizational and Time management skills with ability to work long hours.</li> <li>Language: Fluent in Urdu, English, and Hindi.</li> <li>Technology Skills: Experienced with Microsoft Excel, Word, and PowerPoint.</li> </ul>	
<ul style="list-style-type: none"> <li>organizing Activities including prayer times, lectures, discussion, and social events, and seek to unify Muslim students from different cultural backgrounds.</li> </ul>	