

Muhammad Anas Khan

Enthusiastic, goal oriented student passionate about connecting and delivering exceptional guest services.

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EDUCATION

University of Alberta — Bachelor's of Science

September 2024 to Present

- Majoring in Computing Science with a GPA of 3.74

EXPERIENCES

The Westminster School, Dubai UAE — Library Operations Volunteer

September 2019 - September 2022

- Assisted the librarian in cataloging and shelving books according to the library's classification system to ensure convenience in accessibility for users and maintain a user-friendly environment.
- Supported the librarian in inventory management by assisting in regular inventory checks, ensuring accurate record-keeping, and maintaining the organization and integrity of the library's collection and resources.
- Actively collaborated with the librarian and staff to identify areas for improvement in library operations and implement solutions to enhance user satisfaction.
- Welcomed new library visitors by offering tours, introducing them to library policies and services, and fostering a welcoming and inclusive atmosphere.

The Westminster School, Dubai UAE — Library Events Assistant

September 2019 - September 2022

- Assisted in library related events like reading programs, book fairs, video games and workshops which involved engaging with attendees, assisting in the setup and displays of the event as well as providing support on-site to ensure the smooth execution of events.
- Partnered with peers and library staff to brainstorm and implement engaging student activities to enhance the library's role as an educational hub.
- Played a key role in post-event evaluations, gathering feedback from participants to identify areas of improvement and ensure future events met the needs of the audience.
- Provided logistical support during events, including managing registrations, distributing materials, and assisting with technical setups like projectors and audio equipment.
- Demonstrated proficiency in the Microsoft 365 Suite, utilizing tools such as Excel, Teams etc, to enhance organization, communication, and data management among fellow volunteers and staff.

LANGUAGES

Fluent in English and Urdu

SKILLS ACQUIRED

- Developed Strong Communication skills
- Developed Strong Interpersonal skills
- Developed strong prioritization skills
- Acquired extensive time management skills
- Extensive experience in the video game industry
- Developed strong organizational skills
- Adaptability in learning new systems
- Ability to grasp new concepts efficiently
- Analytical skills
- Experience with Inventory management and records
- Experience with maintenance, logistical support and shelving
- Experienced working with newcomer groups
- Demonstrated adaptability and quick learning skills