

# Muhammad Tayyab

Sales Associate at BeaverTails Canada Inc.

muhammادت.1998@gmail.com

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## Experience

### **Sales Associate at BeaverTails Canada Inc.**

January 2016 - Present (9 months)

- Responsible for handling cashier transactions by using extensive communication and interpersonal skills
- Processed, packaged and delivered products, restocked supplies and received positive feedback from co-workers and customers for being organized and detailed orientated

### **Freelance Writer at VAVEL.com**

March 2015 - November 2015 (9 months)

- Participated in writing editorials for Vavel USA and Vavel UK
  - Covered subjects such as NWSL, MLS, Ligue 1, Premier League and MMA
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## Education

### **Lazaridis School of Business & Economics at Wilfrid Laurier University**

Bachelor of Business Administration (B.B.A.), Business Administration and Management, General, 2016 - 2020

### **Gordon Graydon Memorial Secondary School**

Ontario Scholar (OSSD), International Business and Technology (IBT), 2012 - 2016

Grade: 92% Average

Activities and Societies: Varsity Soccer Captain, Varsity Baseball Member, Varsity Hockey Member, Investor's Club Member

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## Courses

### **Bachelor of Business Administration (B.B.A.), Business Administration and Management, General**

Lazaridis School of Business & Economics at Wilfrid Laurier University

Understanding Bus. Environment	BU111
Intro To Microeconomics	EC120
Astronomy I:Our Place Cosmos	AS101
Calculus I	MA129
Intro To Macroeconomics	EC140
Intro to Financial Accounting	BU127
Functional Areas	BU121
Introduction to Human Geography	GG102

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## Volunteer Experience

### **Student/Mentor at MCNA**

September 2012 - June 2015

### **Head Coach at Erin Mills Soccer Club**

December 2013 - April 2014

- In charging of coaching kids between the ages of 8-10 and developing their skills
- Organizing practices/games with the club's programs coordinator
- Communicating with parents of the players to let them know the whereabouts/ timings of events

### **Programs Coordinator at North Mississauga Soccer Club**

May 2015 - Present

- In charge of organizing NMSC Fun Day with a team of dedicated individuals for kids between the age of 6-12.
- Making accommodations for attractions (bouncy castle, etc.) as well as food and other arrangements.

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## Honors and Awards

### **Ontario Scholar**

June 2016

- Awarded to students who successfully achieved a grade of 80% or more in at least six grade twelve university preparation courses

### **Captain of the Varsity Boys Soccer Team**

Gordon Graydon Memorial Secondary School

March 2016

- Honour and the responsibility of captaining the team during my senior year by my teammates and coaches
- Overseeing the purchase of the team's jerseys and organizing/leading team practices
- Informing the other players of when/where games were

### **2016 Peel Ball Hockey Champion**

PDSB

May 2016

- Member of Gordon Graydon's first ever ball hockey team to win a championship

### **Academic Honour Roll**

Gordon Graydon Memorial Secondary School

June 2014

- Received an award for my academic achievements over the school year by earning a spot on the Honour Roll

### **Varsity Boys Baseball Regional Finalists**

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## Languages

<b>English</b>	(Native or bilingual proficiency)
<b>Urdu</b>	(Native or bilingual proficiency)
<b>Arabic</b>	(Limited working proficiency)
<b>French</b>	(Elementary proficiency)

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## Skills & Expertise

**HTML**

**Microsoft Office**

**Visual Basic**

**Teamwork**

**Leadership**

**Adobe Design Programs**

**Time Management**

**Organizational Effectiveness**

**Strategy**

**Team Leadership**

**Microsoft Word**

**Public Speaking**

**PowerPoint**

**Research**

**Microsoft Excel**

**Social Media**

**Customer Service**

**Photoshop**

**Windows**

**Social Networking**

**English**

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[Contact Muhammad on LinkedIn](#)