**Alina Ahmed Khan**

208-3890 Carrigan Court, Burnaby, British Columbia V3N 4J1 • 778 889 6764 • alinaahmed@live.com

**Professional Summary**

* Energetic and dedicated candidate, ready to work in a competitive environment and satisfy the management as well as other stakeholders of the company.
* To attain a position that will further strengthen my skills, knowledge and educational background.
* An enthusiastic worker with experience in customer service.

**Work History**

Administrative Assistant, 06/2019 - Current

Ricoh Canada – Vancouver, BC

Doctor's Assistant/Receptionist, 10/2018 to 06/2019

Metropolis Eyecare Centre – Burnaby, BC

Directional Host, 08/2017 to 08/2018

BBW International Inc – Vancouver, BC

Sales Representative, 06/2017 to 08/2017

TNI Prime Marketing – Burnaby, British Columbia

Cashier, 01/2017 to 06/2017

A&W Lougheed Mall – Burnaby, British Columbia

Crew Member, 06/2016 to 01/2017

Wendy's Restaurant – Coquitlam, British Columbia

**Education**

Associates of Arts: April 2019

Coquitlam College - Coquitlam, BC

A Level **in Commerce**: June 2015

(Private) - Pakistan

O Level in Commerce: November 2013

(Private) - Pakistan

**Skills**

|  |  |
| --- | --- |
| * Good communication skills * Reliable and punctual * Work on and successfully complete various tasks simultaneously * Hard working, enthusiastic and energetic individual | * Adaptable and open to new ideas and concepts * Neat, clean and professional appearance * Exceptional customer service * Good command at MS Office * Dedicated and task-oriented person |

**Certifications**

* Student librarian at Coquitlam College for Spring 2018 (January - April)
* Volunteered at Simon Fraser University International Festival (2016)
* Head Captain at Student's Volunteer Program at an NGO (Pakistan)
* Brand Ambassador at World Wide Fund for Nature (WWF)
* CIMA Business Quiz (2015)
* Volunteered at several Model United Nation Conferences (2013-2015)
* Volunteered at several motivational conferences (2013-2015)