**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**

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| * 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
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**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)