

Abdullah Javed

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647-818-5805

HIGHLIGHTS OF QUALIFICATIONS

- Outstanding skills with Microsoft Office (Word, PowerPoint, Excel)
- Experienced graphic artist well versed with Adobe Photoshop and Adobe Illustrator
- Exceptional at resolving all types of customer issues with a positive attitude
- Experienced team leader for working on lab projects as part of a team or independently
- Proficient with writing technical reports, proposals and progress reports
- Highly skilled with AutoCAD, Solid Works
- Excellent Programming skills with C++ and Visual Basic

Licenses and Certifications

- Ontario Driver's License (Class G)
- Mask Fit Testing Card (Expires April 2020)
- OSSA - Driving in the Mine Certificate (Expires June 2019)
- OSSA - Confined Space Entry/Monitor (Expires April 2021)
- OSSA - Fall Protection (Expires April 2021)
- OSSA - H2S Alive (Expires May 2021)
- OSSA - Gas Detection (Expires May 2021)
- Valid Work Permit Training (Expires June 2021)
- Respiratory Protective Equipment (Expires July 2021)
- Oil Sands Safety Association Certificate, Occupational Health and Safety, Construction Safety Training System Certificate, Fire Watch, Bottle Watch Training

EDUCATION

Advanced Diploma in Mechanical Engineering Technology (Co-op)

Mohawk College, Hamilton, ON

Completion Date: April 2019

- Graduated a 3 year technology program with 2 years of Mechanical engineering Co-op experience
- Developed skills in Robotics, CNC, CAD, and to further focus on the applications and theory of mechanical engineering, including design, advance manufacturing and automation/robotics

WORK EXPERIENCE

Maintenance Supervisor Co-op Placement

April 2018 – September 2018

Synchrude Canada Ltd, Fort McMurray, AB, Canada

- Wrote safe work permits prior to starting work on site
- Performed confined space monitor, fire watch attendant, and bottle watch attendant functions with the primary responsibility to monitor the confined space
- Executed confined space rescue in the event of an emergency
- Vehicle Runs/Pick-Up and Delivery of Heavy Duty Trucks
- Preparing daily reports to update the upper management

Junior Underwriter

April 2017 – September 2017

Aviva Canada, Markham, ON

- Reviewed and properly acted on findings developed from risk assessment reports

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- Maintained up to date knowledge of the competition, industry trends and market conditions
- Ensured accurate record keeping – both electronic and paper based, and ensure that all records are stored and retained to meet Company standards
- Managed portfolio risk by exercising consistent, objective and sound credit decisions within authorized limits, escalating where appropriate
- Ensured the overall profitability of an assigned book of business by applying sound underwriting judgment, adhering to delegated underwriting authority
- Worked with projects such as data mining mainframe and data warehouse for creation of special reports, and support of audit activities

Vehicle Fleet Officer

May 2014 – August 2015

Syncrude Canada Ltd, Fort McMurray, AB, Canada

- Developed, analyzed and ran productivity and operational reports on fleet vehicles
- Planned and organized a weekly vehicle and equipment replacement schedule
- Examined and wrote reports on each piece of repaired equipment
- Organized timely preventative maintenance on all fleet vehicles
- Demonstrated proper vehicle operation techniques and methods

Automotive Service Technician - Apprentice

September 2007 – November 2009

Canadian Tire Auto Shop, Markham, ON, Canada

- Listed customer concerns and asked additional question to diagnose current problems
- Diagnosed vehicle malfunction and recommended appropriate repair activities
- Repaired and completed accepted service on customer vehicles
- Completed system diagnosis
- Supported customer relations by quickly responding to customer inquiries

EXTRA-CURRICULAR ACTIVITIES

Basketball Coach

September 2010 – Present

Markham Town Basketball Association, Markham, ON

- Instructed players on the rules and guidelines to optimize performance
- Collaborated with other coaches to learn new techniques for building strong programs
- Supervised all the drills and assisted players in team formation

Student Volunteer

September 2013 – Present

Hamilton & District Extend-A-Family, Hamilton, Ontario

- Volunteered to supervise a 5 year old child with down syndrome once a week with a positive attitude and undivided attention
- Organized games and lessons to engage the children
- Improved the participation of the children by maintaining a joyful and fun time
- Participant in yearly mosque carnivals and fundraising events

INTERESTS AND HOBBIES

- Sports: hockey, basketball
- Cooking, Sudoku, chess

References Available Upon Request