

Abdul Bohun

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JOB OBJECTIVE

To obtain a part time Office Assistant position with C&B Helicopters.

SUMMARY OF QUALIFICATIONS

- Currently enrolled at Thompson Rivers University, in the Bachelor of Business Administration degree program
- 5 years retail and customer service experience
- Ability to deliver excellent customer services and encourage repeat business
- Received commendations for excellence in customer service
- Work well independently and as part of a team, being nominated by peers for the employee of the month award with Shell Canada.
- Accurate, reliable, hardworking and friendly

SOFTWARE SKILLS

- MS Office
- ACPAC Suite
- Simply Accounting
- Adobe Photoshop

EDUCATION

Bachelor of Business Administration Degree

Thompson Rivers University

2008 – Present

Anticipated graduation date: Spring 2011

Current GPA: 4.02

- Courses completed include: professional business and technical writing, introduction to ethics, principles of micro and macro economics
- Projects completed: assisted with a community taxation workshop, where assistance was provided to 20 people interested in learning how to file their income taxes using the Government of Canada's website. Received an 'A' on the project.

Grade 12 Diploma

Westside Secondary

2007

Achieved effort and academic honour roll consistently through grades 11 and 12.

Participated in the Red Cross club, fundraising for national disaster efforts.

WORK HISTORY

Customer Service Rep. Walmart, Kamloops, BC
2007-2009

- Meet sales targets and obtain an 'excellent' rating on all yearly performance evaluations

Bookkeeper's Assistant Jill's Esso, Kamloops, BC
2006

- Organize files and request receipts from businesses
- Interact with office professionals including accountants and bookkeepers

Telemarketer Superior Productions, Calgary, AB
2005

REFERENCES

Sylvia Joseph
Business Instructor
Thompson Rivers University
Kamloops, BC
250.320.9876

Carole Bartlett
Marketing Instructor
Thompson Rivers University
Kamloops, BC
250.828.9382

Joe Buck
Manager
Walmart
Kamloops, BC
250.555.5553

Jill Smart
Owner
Jill's Esso
Kamloops, BC
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