

Farjad Shaikh

5930 Terranova Drive, Mississauga, Ontario L5M 6T5
(647)-513-2380 | farjadshaikh08@gmail.com

Objective

To obtain a position in a company that allows me to apply my skills, gain valuable job experience, and contribute to the organization's success.

Education

September 2019 - July 2023| Stephen Lewis Secondary School

Ontario Secondary School Diploma
Mississauga, Ontario

September 2023 - Present| University of Toronto

Bachelor of Science and Bachelor of Arts
Mississauga, Ontario

Work Experience

June 2023 - September 2023| Don Valley X-ray and Ultrasound

Worked at the front desk helping customers troubleshoot, organized files throughout the 4 months, and used various software to store patient information.
Toronto, Ontario

Aug 2024 - Present| GAM Diagnostic Imaging

Provided physical and phone support for over 500 customers, improving customer satisfaction by efficiently answering questions and resolving issues, and used PAC systems to manage customer data.
Brampton, Ontario

Skills and Abilities

Technical Skills:

- Proficient in Java, JavaScript, and Python
- Experienced with HTML and CSS for front end web development and Python and JavaScript for backend development
- Able to perform complex tasks inside the Microsoft Office Suite (Word, PowerPoint, Excel)
- Familiar with various programming software for development
- An understanding of database management and data entry systems

Languages:

- Fluent in English and Urdu

General Skills:

- Strong organizational skills: Capable of managing files, records, and customer inquiries efficiently
- Excellent communication and interpersonal skills: Comfortable working in fast-paced environments and helping customers
- Problem-solving abilities: Able to troubleshoot issues customers have with patience and professionalism

References will be given upon further asking