



FATIMA MOMAND

CONTACT

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 Toronto, ON

SKILLS

- Excellent organizational and time management skills
- Strong interpersonal and customer service abilities
- Detail-oriented approach to organizing materials and ensuring cleanliness in the work environment.
- Ability to work collaboratively as part of a team and independently, ensuring tasks are completed efficiently.
- Strong adaptability to handle dynamic and fast-paced work settings.
- Multi-tasking strength
- Listening Skills
- Flexible Schedule

EDUCATION


High School Diploma

Woburn Collegiate Institute

2020-2024

LANGUAGES

English 

Urdu 

Pashto 

Farsi 

Hindi 

PROFILE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK EXPERIENCE

Sales Associate

Nise Clothing

- Provided exceptional customer service, ensuring a positive shopping experience
- Assisted in maintaining store appearance and restocking inventory
- Collaborated with team members to achieve sales goals

Volunteer

Woburn collegiate institute Library

- Assisted librarians in maintaining the library by shelving books, organizing materials, and ensuring a clean and inviting space for students
- Helped students locate books, provided recommendations, and answered inquiries about library resources and services
- Participated in cataloging new books, CDs, and DVDs, ensuring accurate and updated records for easy access
- Assisted with various administrative tasks, including photocopying, scanning, and maintaining library equipment

Volunteer

Woburn collegiate institute food club

- Worked as a team member to distribute food to students who requested it, ensuring fairness and equal access to resources
- Prepared and packed food items, adhering to health and safety guidelines, to ensure hygienic distribution
- Assisted in organizing and managing food inventory, including restocking and tracking expiration dates
- Communicated with club members and students to ensure efficient and seamless food distribution