**Zameer Dewji**

**+1 (514) 229 8805**[**zameer588@gmail.com**](mailto:zameer588@gmail.com) **2095 Avenue Lincoln, Montreal**

**PROFILE**

* Recent Business Management graduate with excellent communication and teamwork skills
* Seeking to join a dynamic & highly motivating team in Canada that values continuous improvement
* Ability to work well under pressure and proven ability to deliver quality work on time
* Able to develop key relationships and thrive in a team-based environment.

**Computer Skills**: Ms Word, Excel, Power point, Access, Project Management, Yardi

**Languages**: Fluent in English and Hindi & limited working proficiency in French

**EDUCATION**

**Diploma in Business Management 2015 - 2018**

LaSalle College - Montreal

**EXPERIENCE**

**Logistics Coordinator October 2018 - Present**

*Mawji Logistics Company – Tanzania*

* Speaking with agents and companies if they have any load to transport.
* Communicating and checking with drivers if they are transporting on schedule.
* Arranging logistics to send a truck’s spare parts when there is a breakdown.
* Calling clients back to remind them to pay off any unpaid balance upon off loading.

**Greeting Agent July – August 2018**

*LaSalle College - Montreal*

* Think on the feet and answered students’ questions and eased their transition to college
* Significantly improved interpersonal skills by forming strong connection to new students’ and was a proven reliable resource for any advice or concerns
* Learned on the job & excelled at different roles such as doorman, assigning lockers, registering students, marking placement tests, college tour guide

**Property Management Internship May - June 2018**

*Armco Immobilier - Montreal*

* Conducted routine building & yard inspection & reported any unordinary functionalities
* Formed partnerships with local businesses (Allo mon coco, Canadian Tire, Provigo, Nautilus Plus Gym) & created greater value for tenants
* Under minimum supervision, became proficient in Yardi property management software
* Frequently communicated& built strong relationship with employees of all levels

**Sales Associate**                                                                                           **Aug 2017 – May 2018**

*Ardene, St. Catherine, Montreal, QC*

* Ensuring that each customer receives outstanding service by providing a friendly environment, which includes greeting, acknowledging and re-approaching every customer, maintaining solid product knowledge and all other aspect of customer service
* Keeping informed on most current promotions and advertisements
* Assisting in merchandising, displays and maintenance of the store’s cleanliness

**Soccer Referee June 2016 – July 2017**

*FIFCO - Montreal*

* Prepared the playing field on time for games, ensuring safety of players and recreational enhancement
* Ensured games were conducted in a safe & orderly manner, by controlling players, coaches, & crowd as well as enforcing laws of the game
* Communicated with game officials quickly and efficiently to make decisions
* Reported match results to regulating organizations in a timely and organized manner

**EXTRA-CURRICULAR ACTIVITIES**

**Competitor, Creative Entrepreneurs Program (AskGradz) November 2017**

*LaSalle College, Montreal, QC*

* Ranked in the top 5 out of 30 competing teams
* Built e-commerce platform for freelance entrepreneurs & recommended viable business solutions
* Took on both leadership and team player roles while collaborating with a new group of students, assigning tasks based on the strengths of the team members
* Presented to a jury practical recommendations and a feasible action plan within set time

**Defense and Team Captain, Varsity Soccer Team 2015-2016**

*LaSalle College, Montreal, QC*

* Learnt to trust in teammates and gain trust in return
* Playing in the RSEQ league Division II
* Came 2nd in a friendly pre-season tournament in Ottawa.

**Volunteer Work**

**Meals to the street**

*St. George’s Angelican Church*

* CivitasX partnered with St. George’s Angelican Church prepared and distributed meals to the homeless men and women.

**Ismaili Volunteer**

*Montreal Ismaili Student Association (MISA)*

* Set up the prayer hall & performing any other duties for the comfort of attendees