

**AIMAN**  
APPT# 1008-63 CALLOWHILL DRIVE  
ETOBICOKE, ON, M9R 3L6  
416 247 5641  
[akaimankhan@gmail.com](mailto:akaimankhan@gmail.com)

Career objective: Office Assistant

- Bachelor in Business Administration( Finance ) and BS( Actuarial Science and Risk Management )
- Experience of merchandising/receiving
- Experienced in general banking operations and credit risk management
- Proven ability to forecast by annuities
- Good knowledge of data entry and maintain records
- Data entry and filing skills with attention to detail
- Teamwork, energetic, dependable and customer service skills
- Verbal communication and negotiation skills
- Time management and organizational skills with ability to multi-task
- Detailed-oriented tasks with tight deadlines
- Ability to maintain confidentiality of information
- Excellent communication, organizational and analyzing skills
- Proficient in SPSS 15.0.1, ITSM (windows), Eviews 5.0, MS Word, Excel, PowerPoint, MATLAB and the Internet

### **PROFESSIONAL EXPERIENCE**

**Part time job**

**Assistant supervisor**

July to DATE

AMTEX (YARNS) MANUFACTURING LTD, CANADA.

- Working with supervisor to take care of shipment and work in packing department
- Working in office to help in typing, filing,
- Office work, data entry

**Internship**

2008

Bank Alfalah Limited, Karachi, Pakistan

- Worked in different department including Clearing and Cash Department; Customer Relation Department, Consumer Finance Department, Remittance Department and Account opening Department
- Provided excellent customer service and set up new accounts thereby contributing to the increase of bank client base
- Worked in general banking and remittance

**Receptionist**

2007

Suzuki car showroom

- Working on receptionist position the duties I have to perform is filing, maintaining, scheduling appointments and records as well as typing.

**Program Coordinator (lady councilors Training)**

2006

Project of Ministry of Woman Development Government of Sindh Pakistan  
At Indus Institute of Higher Education /Indus College

**EDUCATION AND TRAINING**

<b>Certification in Canadian Risk Management</b> University of Toronto, Toronto Under RIMS (Risk and Insurance Management Society)	continuing
<b>Bachelor of Science (Actuarial Sciences and Risk Management)</b> In statistics department, University of Karachi, Pakistan	2008
<b>BBA (FINANCE)</b> Virtual University Pakistan	
<b>IN PRE – ENGINEERING</b> Shaheen Intermediate College, Karachi, Pakistan	2003
<b>IN SCIENCE</b> Merry Mount School, Karachi, Pakistan	2001
<b>Computer Training (I.T)</b> AL-NISA Education Center, Karachi, Pakistan	

**Other Certificates:**

- Certificate from Ecommerce gateway for the contribution in international trade and industry fair-ITIF Asia 2006 working as voluntary 9TH MARCH -11 MARCH 2006
- Certificate of taking part in historical drama which is held on 14 AUGUST
- Certificate of participate in golden jubilee inter school science exhibition 7th OCT -10 OCT 2000
- Certificate of doing work as a voluntary of sport day in collage 19th Jan 2003
- Certification for completion of EAST TORONTO NEW COMER FOR JOB SERACH PROGRAM