

# Muhammad Ghaffar

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## PROFILE

- › Excellent communication skills both oral and written
  - › AutoCAD 2016, Revit 2016, Microsoft Word, Excel and Outlook
  - › Enjoy working in a fast paced, multi-tasking, progressive environment
  - › Energetic, strong team player and possess excellent interpersonal skills
  - › Experience working with the Ontario Building Code and Building Systems
  - › Creative and organized problem solver
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## COMPUTER LITERACY

- › **Computer** – AutoCAD 2017, Revit 2017, Lumion 6.0, Windows applications, MS Office, SketchUp, Corel Draw, Adobe Photoshop, Social Networking applications and other desktop publishing software
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## EDUCATION

**Architectural Technology CO-OP Program, *Sheridan College*** Sep'13-Aug'16  
**Ontario Secondary School Diploma, *Winston Churchill C.I.*** Sep'05-Jun'07

- › Awards obtained for Arts & Studio and Computer Science
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## EXPERIENCE

### Party Unlimited Toronto

#### **Graphic Designer**

Jan'16-Aug'16

- › Prepared Graphic Logos for events and promotions
- › Created Designed flyers, banners using Photoshop
- › Established Graphic Design standards
- › Documented control of project and revisions with clients

### Scott Steel Erectors Inc.

#### **Project Coordinator**

Aug'15- Dec'15

- › Prepared construction project budget estimates, construction schedules and milestones and monitor progress
- › Established and implemented policies and procedure for quality control
- › Selected trade subcontractors and coordinated their activities
- › Document control of contract and drawing revisions
- › Prepared report analysis and input of data and information
- › Prepared architectural drawings and details

### University Health Network

#### **CO-OP Project Coordinator & CAD Operator – Infrastructure Office**

Jan'15- Apr'15

- › Managed various construction projects, including design, cost estimate, materials and service procurement, contract administration and site coordination.
- › Developed preliminary designs for office and departmental spaces, prepared working set drawings, budget/scope of work documents.
- › Acted as a liaison between internal clients, doctors, nurses, etc. and external contractors.
- › Applied artistic expertise and technical skills to create freehand sketches and color architectural presentations, renderings and site plans.

### Mount Sinai Hospital

#### **Architectural CO-OP Student – Redevelopment Project Office Team**

May'14- Sep'14

- › Assisted with moves by creating floor plans with furniture layout options.
- › Maintained an inventory of existing furniture for re-application, and assisted staff with new ordering.
- › Prepared graphics and presentation drawings to update records related to renovations using AutoCAD and MS Office.

### Teleperformance Rogers

#### **Customer Service Representative**

Apr'09-Aug'11

- › Delivered excellent customer service to achieve customer satisfaction and loyalty
- › Completed on job trainings to stay abreast of products, services and policy changes
- › Provided floor support to co-workers as a senior representative
- › Imparted training to new entrants to provide knowledge on Rogers policies

### Youth Career Fair, University of Toronto, Scarborough

#### **Customer Service Representative/ Host**

Apr'07

- › Welcomed exhibitors and guided them to their respective booths and helped to decorate/ design the stalls according to their needs
  - › Obtained feedback from the career fair attendants (exhibitors and visitors) to help improve the quality of similar events in the future.
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