

Abida Haider

1334 W. Foothill Blvd, Upland CA (203) 770-1726

Objective:

Seeking a position in a renowned company to add value to my experience and also brighten the path to my career goals.

Experience:

Inovo: (oxygen) June 2014 to November 2014

Assembly Duties:

basic job set -up

take the job read and get ready for the job.

Do the job in assembly line or alone. As needed.

Collect the small parts according to the order.

Wear the safety glasses all the time.

Test the work by the line leader by the computer.

Arrange the complete order in a boxes.

Maintain work area and equipment in a clean orderly condition.

Work effectively in a team environment.

Reason for leaving: moving to California.

Branford Hall: Patient Care Technician 2011-2012

Develop and maintain patient care plans as assigned by registered nurse. Report all patient related activity to the senior management in a timely manner. Take and record patient's blood pressure, pulse rate, weight and temperature.

Belimo (air control): 2007 to 2010

Assembly Duties:

Pick up the order.

Read the order and collect the actuators and collect the things to complete the order.

Clean the area.

Abide by the safety rules.

Bank of America: Teller 2005-2007

Maintained appropriate cash limits, cashed checks, established deposits, and issued cashier's checks, cash orders, traveler's checks, money advances, and funds transfers.

Cash and check deposits, process loan expenses and open new accounts. Perform cash management, customer service, balance cash drawer and petty cash management. Keep a record of excess or less cash at the end of shift.

Achievement: Hired as junior teller; promoted because of accurateness, pace, and skills

Stop and Shop Customer Service: 2003-2006

Courteously greet customers and efficiently process transactions within busy, fast-paced retail environments.

Operate cash register, scanners and computers to itemize and total customer purchases; collect payments and make change for cash transactions; and balance drawer at the end of each shift. Assist with store stocking, floor-sets and opening/closing procedures.

SPECIAL SKILLS AND KNOWLEDGE

Cash Handling

Customer Service

Microsoft Office

Ledger Balancing

ADP Payroll

Fringe Benefits Tax

Data Entry

Communication

Bi-lingual (English/Hindi)

Assembly

Manufacturing