

Shehla Qayyum

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OBJECTIVE

Changing career and looking to work as a Residential Fee Appraiser, Candidate Member

HIGHLIGHTS OF QUALIFICATIONS

- Hold Candidate Membership with AIC and Errors and Omission Insurance
 - Completed BUSI 330 – Foundations of Real Estate with UBC Sauder School of Business in April, 2023.
 - Completed AIC 101 – Introduction to the Appraisal Profession, and ITPP – Introduction to Professional Practice.
 - Strong data entry skills and attention to detail
 - Ability to follow instructions with minimal supervision
 - Good organizational and time management skills
 - Analytical and problem-solving skills with great research skills
 - Ability to work independently and as a team
 - Commitment to quality, excellent interpersonal and communication skills
 - Experience with computer software such as MS-Word, MS-Excel
 - Friendly, reliable and cooperative
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WORK EXPERIENCE

Immigration Consultant

January, 2015 – date

- Consult clients on various options to immigrating to Canada
- Collect required documents and information from applicants and check and review to ensure that an application is complete before submission
- Prepare and submit various immigration applications.
- Prepare correspondence for immigration authorities such as submission letters, requests, emails, etc.
- Advise clients on taking English Proficiency Test and have their education credential assessed by WES or ICAS
- Update Clients on their queries and IRCC requests/updates
- Keep records up to date and monitor document submission deadlines

Clinical Research Coordinator

02/06 - 06/14

Dept. of Pediatric Thrombosis, University of Alberta, Edmonton, AB Canada

- Screened and enrolled patients in various studies, mainly in Cardiology and Oncology
- Coordinated with hospital staff to ensure various tests were done on study patients and their results obtained
- Reviewed patients' medical charts and entered data into database
- Analyzed data and assisted in preparation for presentation

Quality Control Inspector SFBC Anapharm Inc., Richmond Hill, ON Canada	2004 - 2006
<ul style="list-style-type: none"> • Performed activities related to the quality control of data, reports and research activities according to current procedures • Interpreted protocols and/or Standard Operating Procedures (SOPs) from external organizations and set up adequate spreadsheet 	
Math and Science Instructor in English Language Japan International Cooperation Agency (JICA) – Nihonmatsu, Japan	2000 - 2003
English Instructor Tokyo, Japan	1998 – 2000
English Instructor Chin Hae, South Korea	1997 – 1998
Quality Control Technician Novopharm Biotech, Winnipeg, MB Canada	1994 - 1996
Technician 3 University of Manitoba, Department of Chemistry, Winnipeg, MB	1991 - 1993
Technician 3 University of Manitoba, Department of Human Genetics, Winnipeg, MB	1988 - 1990

EDUCATION

Regulated Canadian Immigration Consultant Immigration Consultants of Canada Regulatory Council (ICCRC)	October, 2014
Immigration Consultant Certificate Humber College, Toronto	April, 2014
Clinical Research Associate, Post Graduate Certificate Krieger Institute	September, 2005
Bachelor of Science Degree in Microbiology University of Regina, Regina, SK Canada	1989

INTERESTS

Gardening, pottery, traveling

REFERENCES

Available upon request
