

MARYAM BORA

ADMINISTRATIVE ASSISTANT - Data Entry, Recordkeeping, QuickBooks

✉ maryambora25@gmail.com ☎ +1(647)-897-8947 📍 Ontario in [LinkedIn](#)

SKILLS

- **Productivity Tools:** Google Workspace Tools, Notion, Trello, Slack, Zoom, Asana, Monday.com, ClickUp
- **Database & Records:** Airtable, Zoho CRM, DocuSign, Adobe Acrobat, SharePoint, Dropbox, Evernote
- **Financial Tools:** QuickBooks, Tally ERP, Wave Accounting, FreshBooks, Sage 50, CRA Portal, Profile Tax
- **Document Automation:** Mail Merge, PDF Editors, Reporting Templates, Google Forms, JotForm, DocuSign

WORK EXPERIENCE

Packaging Assistant

Halal Meals Ready Foods Ltd.

January 2023 – Present

Ontario

- Arranged packaging workflows across 5+ production lines, sustaining consistent output of 1,200+ meal kits everyday, reducing rework rates by 15% through machine setting optimization, workflow alignment, and performance tracking.
- Maintained detailed inventory logs of 200+ SKUs, replenishing supplies within 24 hrs, fully eliminating costly downtime and ensuring 100% on-time fulfillment of production schedules across high-volume food batches without exception.
- Prepared and updated labels, batch records, and compliance forms, achieving 100% documentation accuracy during production audits and supporting full regulatory adherence for all high-volume food manufacturing and packaging.
- Collaborated closely with quality control teams on defect inspections, cutting packaging-related errors by 12% while ensuring strict product consistency, adherence to food-grade safety regulations, and final quality durability standards.
- Trained 4 new team members on packaging protocols, safety regulations, and equipment handling, reducing onboarding time by 20% and improving overall shift efficiency across changing, rotating, multi-line production work assignments.
- Operated industrial packaging machinery with consistent accuracy, troubleshooting minor technical errors immediately and minimizing production interruptions that could compromise schedules, output, or overall product quality levels.
- Implemented lean packaging improvements for workflow, eliminating redundant steps and shortening average production cycle times by 8%, directly supporting higher efficiency across peak production periods and heavy workload spikes.
- Systematized cross-shift packaging communications to maintain daily task continuity, updating team logs everyday and ensuring each incoming shift achieved smooth handovers without productivity delays, errors, or quality issues recorded.

Assistant Teacher

Rustomjee Cambridge International School

June 2019 – April 2021

India

- Managed classroom operations for 30+ students, streamlining attendance, daily lesson preparation, and parent-teacher meetings, improving instructional efficiency and enhancing overall classroom student engagement levels by nearly 20%.
- Coordinated student participation in academic events, exhibitions, and competitions, increasing students' extracurricular engagement by 18% while ensuring events ran smoothly, and aligned with key school-wide educational objectives.
- Monitored individual student progress through digital tools, supporting early intervention strategies that raised academic performance levels for 10+ students requiring sustained, focused, and personalized academic support programs.
- Directed teachers in integrating digitized smart learning platforms and interactive tools, boosting classroom participation by 22% and strengthening overall lesson delivery effectiveness in hybrid, online, and remote learning environments.
- Scheduled and facilitated 40+ parent-teacher interactions, addressing academic and co-curricular concerns and building stronger relationships that boosted parental involvement in student development and progress monitoring efforts.
- Facilitated curriculum planning by preparing teaching aids, assessments, and visual learning materials, enhancing lesson clarity and contributing to enhanced and long-term student retention of difficult and complex subject matter concepts.
- Collaborated in organizing school-wide academic fairs and themed cultural events, managing student logistics, registrations, and presentations to ensure seamless execution and greater community-level student engagement outcomes.
- Implemented structured record-keeping for student reports, attendance sheets, and academic documentation, improving administrative accuracy while streamlining educator access to student-related critical information across all subjects.

EDUCATION

Graduate Certificate - Financial Technology

Seneca Polytechnic, Ontario

January 2024 – August 2024

Graduate Certificate - Financial Planning

Centennial College, Ontario

January 2023 – August 2023

Bachelor of Commerce

Narsee Monjee College of Commerce and Economics, India

June 2019 – May 2022

CERTIFICATIONS

- **Excel Fundamentals: Formulas for Finance – Corporate Finance Institute**