

Tarez Raheb

Strong interpersonal skills with a reputation for a dependable work ethic, leadership, and a positive team-oriented attitude.

10 Beniuk Court
Leamington, ON, N8H 5K9
(519) 325-9244
tarez.raheb@gmail.com

EXPERIENCE

Highbury Canco, 147 Erie S, Leamington ON N8H 3A3 — *Accounts Payable Clerk*

October 2024 - December 2024

- Temporary contract.
- Learned to use Systems, Application, and Processing (SAP) and Microsoft Excel Spreadsheets.
- Taught to journalize, enter invoices, file and prepare financial reports.

Real Canadian Superstore, 201 Talbot St., Leamington, Ontario — *Grocery Clerk*

November 2018 - Present

- Managed the seasonal Garden Center in April 2023 - June 2023.
- Worked in various departments such as Health & Beauty, General Merchandise, Click-and-Collect, Joe Fresh and the Garden Center.

EDUCATION

St. Clair College, 2000 Talbot Road West Windsor, ON N9A 6S4 — *Business Administration - Accounting*

September 2022 - April 2025

- QuickBooks, Sage 50, and Excel.
- Extra-curricular activities - Accounting Club - appointed Secretary, responsible for coordinating meetings and supporting club activities.
- IMA Michigan Council's Annual Fall Conference, earned eight (8) hours towards Continuing Professional Education credit (CPE).
- Co-op at Highbury Canco from September 2024 - October 2024.

Cardinal Carter Catholic Secondary School, 120 Ellison Ave, LEAMINGTON ONTARIO N8H 5C7 — *Completed*

September 2017 - June 2021

- Joined the hockey, basketball, baseball, track & field teams.

SKILLS

Hard-work ethic
Communication
Co-operation
Adaptability
Driven
Leadership

REFERENCES

Michael Malkoun
(Professor) - 519-972-2727
Ext. 4423

Bill Dunn (Co-Worker) -
519-322-1246

**Tonya Ridley (Store
Manager)** - 519-999-5719

VOLUNTEERED

Leamington Lebanese Club
- 447 Highway 77,
Leamington ON N8H3V6

**Sun Parlor Home for Senior
Citizens** - Talbot St E,
Leamington ON N8H 1L9

LANGUAGES

English