

ZUHAYR KHOKHAR

437-220-4337 zuhayrk04@gmail.com

BRANT, ON

SUMMARY

Highly performing, motivated individual with a desire to take on new challenges. Good understanding of community and governmental work. Highly proficient in French, English and good in Hindi, Urdu and Punjabi. Strong work ethics, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. I have strong customer service skills, multitasking and time management abilities. I am devoted to giving every interaction a positive and memorable experience.

SKILL

- Excellent communication skills
- Team player
- Attention to detail
- Organization and time management
- Motivated individual with strong people skills
- Lifeguard Procedures
- Full Safety Compliance
- Decision Making
- Team Collaboration
- Strong Client Relations
- Client relations
- Customer Service
- Records Maintenance
- Office administration and management

EXPERIENCE

**Federal Member of Parliament Shafqat Ali Office, Constituency Assistant, June-September 2024
Brampton, Ontario**

- Problem-solved complex client issues by asking questions, understanding concerns, and connecting individuals to appropriate community or federal resources.
- Demonstrated efficiency by managing a high volume of inquiries and completing requests promptly while maintaining accurate records of cases and follow-ups.
- Gained transferable “product knowledge” skills by learning a wide range of government services and effectively explaining available programs and benefits to constituents.
- Coordinated referrals and follow-ups with internal departments and external agencies to ensure timely and successful resolution of client issues.
- Supported special events and outreach programs, strengthening relationships between the MP’s office and the community.
- Delivered exceptional client engagement by welcoming constituents, listening to their needs, and providing personalized guidance on government programs and services.

**Pool technician , People for pools, April 2023-May 2024
Etobicoke, Ontario**

- Performed pool inspections, maintenance, and repairs; installed equipment; addressed customer problems; and assured safety and chemical balance.

**Lifeguard | Town of Caledon – PPL Aquatics, *September 2021 – September 2024*
Toronto, Ontario**

- Patrolling beach or pool areas to monitor activities of swimmers and surfers.
- Supervising swimmers, responding to distress situations, and communicating safety hazards
- Pool maintenance, report writing and logging chemical readings of pool

**Swim Instructor, British Swim School, Brantford, ON
October 2024 – November 2025**

- **Instructed children and adults of varying skill levels in water safety, stroke development, and confidence-building techniques.**
- **Created a safe, engaging, and encouraging environment to promote learning and progression.**
- **Communicated progress updates to parents and tailored lessons to individual student needs.**

EDUCATION AND TRAINING

Bachelor of Arts

Economics, Wilfrid Laurier University, Waterloo ON April 2026

Ontario Secondary School Diploma

Bramalea Secondary School, Brampton, ON June 2022

Ontario Fire Academy

NFPA 1001,1002,1072 Mono ON
Certification, March 2025

INTERESTS & VOLUNTEER EXPERIENCE

2023- Present - Gymming & Jiu Jitsu, Brampton

Enjoy gymming and training for Jiu Jitsu tournaments and competitions

2018-2020- Soccer, Brampton Soccer Center, Brampton

Aiding soccer staff with leveled drills for children Demonstrated various soccer drills and helping children perform Encouraging children to participate
Lead soccer drill demonstrations

Summers of 2018 & 2022- Patrick Brown Mayoral campaign, Brampton

Political, administrative work, phone calling, door canvassing, organizing meetings, youth engagement

April-June 2020- Covid 19 Vaccination Clinic at Community Centres, Brampton

Assisted in organizing the vaccination clinic set up and calling community members to sign up

CERTIFICATIONS

- CPR-First Aid Certification
- Lifeguard Certification
- DZ Class Certification
- EMR certification
- LSS instructor certification
- Emergency First Aid Instructor

REFERENCES

- Available upon request