

## MERAJUDDIN YOUSUFI

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### SUMMARY

- Proficient in Windows OS and internet navigation
- Skilled in troubleshooting both computers and mobile devices
- Experienced in customer service, administration, and research

### EDUCATION

ASP Construction Safety Card

APCHQ – Sherbrooke, Québec, 2025

Advanced English Language Diploma

Star Education Society – Kabul, Afghanistan, 2010–2012

Computer Certifications

International School & College – Kabul, Afghanistan, 2006–2008

High School Baccalaureate

Khawja Abdullah Ansari High School – Kabul, Afghanistan, 2000–2005

### PROFESSIONAL EXPERIENCE

#### **Verbom Inc., Sherbrooke | 2021–2025**

Press Operator

- Operated press machines and ensured smooth production flow
- Performed quality control checks and maintained product standards
- Conducted preventive maintenance and reported technical issues
- Complied with safety and operational protocols

#### **KDC Knowlton, Knowlton | 2018–2021**

General Worker

- Rotated through various production tasks on the assembly line
- Operated basic machinery and handled minor mechanical issues
- Assisted with changeovers and maintained clean workspaces
- Adhered to GMP, safety, and company regulations

### **Kanwal Inc., Magog | 2016–2018**

Production Worker

- Molded and demolded rubber components
- Trimmed excess materials and prepared parts for shipment
- Ensured machines functioned efficiently and safely

### **French Medical Institute for Children (FMIC), Kabul | 2009–2015**

Filing Assistant

- Managed filing systems and document retrieval
- Assisted clients and staff with information and administrative tasks
- Maintained accurate and organized records

### **SKILLS & QUALITIES**

- Hard-working and motivated
- Punctual and reliable
- Patient and team-oriented

### **LANGUAGES**

- English: Spoken and written
- French: Spoken and written
- Dari: Native language

### **REFERENCES**

Available upon request.