

MOST EFFECTIVE RESUME

Des Mohammed

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Des catches the attention of the employer by beginning with a summary of his achievements that target the requirements of the TD position.

SUMMARY

- Bachelor of Commerce, Finance and Economics (Spring 2019); with future plans to pursue MBA
- Two years experience at TDCT as part-time Assistant to Financial Adviser; completed CSC
- Directed Commerce Society finance events, established Investment Club on campus
- Advanced proficiency in modeling gained through course projects and assignments

EDUCATION

2019 **Bachelor of Commerce, Finance and Economics**
University of Toronto at Mississauga

GPA: 3.8

Relevant courses: International Finance (including Valuation); Advanced Topics Corporate Finance; Investments; Economics of Financial Risk Management; Seminar in Equity Research

2019 **Canadian Securities Course (Honours)**

Des identifies his GPA and selects the courses that align best with TD's job requirements.

RELEVANT EXPERIENCE

2018 - Present **Assistant to Financial Adviser, TD Canada Trust (part-time)**

- Review client files to evaluate alignment of investments with profile; identifies required action for Financial Advisor; drafted three proposals which were accepted
- Average 10 cold calls/day to cultivate new clients. Increased new client portfolio by 25%
- Confirm receipt and delivery of securities and RRSP transfers
- Commended for ability to maintain customer focus while meeting tight deadlines

2018 - Present **Vice-President of Finance, UTM Undergraduate Commerce Society**

- Analyze needs, negotiated sponsorships and presented at 5 special events featuring industry speakers
- Re-elected to second year term
- Increased level of Finance student participation by more than 20%

2017 - 2018 **Charter Member, UTM Investment Club**

- Researched market sectors and presents appropriate investment recommendations at club meetings. Currently achieving average annual rate of return on portfolio of 14%
- Researched and analyzed student needs; investigated other student clubs; co-produced charter; launched first club of this type on campus
- Marketed club to Finance students resulting in full membership within first two months.

Des presents his past work experience to his potential employer through the results he achieved, creating a stronger, results-based resume.

Des highlights his research and analytical abilities, profiling them in the first points of his experience. He also uses numbers as a way to better illustrate proof of his success.

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RELEVANT EXPERIENCE - continued

Jan 18 - Mar 18 Valuation Project, UTM Finance Course

- Analyzed fictitious, publicly traded company; valued securities and intangible assets; recommended opportunities that would structure capital so as to maximize value
- Showcased recommendations in advanced PowerPoint presentation and handouts
- Awarded A+

Nov 16 - Dec 17 Market Share Assignment, UTM Finance Course

- Analyzed distribution alternatives, including detailed market-share study, demonstrating advanced proficiency in modeling using Excel
- Awarded A+

Feb 16 - Mar 16 Business Environment Assignment, UTM Finance Course

- Evaluated business environment for financial services organizations. Report included analysis of institutional policies and practices in light of economic and fiscal opportunities and constraints existing at the time
- Developed insights into today's business environment for financial institutions
- Awarded A-

Des selects assignments from his courses that demonstrate market savvy and analytical ability; skills that are relevant to the job requirements at TD.

OTHER EXPERIENCE

2018 - Present Coach, community soccer team

- Informally mentor children, enabling them to build confidence and team skills
- Schedule practices; communicate with parents

2016 - 2018 Clerk, Pet Valu Head Office (part time)

- Performed various administrative functions including filing, expense reconciliations
- Volunteered for 3-person United Way campaign committee in 2002
- Doubled donations over previous year while maintaining job performance

June 2016 - Sept. 2016 Cashier and Stockperson, Grand & Toy

- Provided excellent customer service while helping customers locate and select merchandise
- Commended for managing cash accurately

These roles reinforce Des' team and interpersonal skills. He includes his achievements to reinforce his candidacy for the target position.