

Bureka Suleiman

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HIGHLIGHTS OF SKILLS

- Strong focus on **cleanliness, safety, and maintaining high-quality standards**
- Experience with **sweeping, vacuuming, mopping, dusting, and sanitizing surfaces**
- Skilled at **multi-tasking and completing duties efficiently in fast-paced environments**
- Reliable, punctual, and able to work **flexible schedules including weekends**
- Physically fit and comfortable with **repetitive tasks and heavy workloads**
- Excellent **attention to detail** when cleaning and maintaining large or small spaces
- Proven ability to **work independently and as part of a team**, following direction effectively

WORK EXPERIENCE

- Packager** – Snackraptors (RDJ Bakeries), Cambridge, ON *Aug – Sep 2025*
- Maintained a **clean, safe, and organized work environment** in a food production facility
 - Performed routine cleaning of equipment and workstations to meet **safety standards**
 - Worked efficiently in a **fast-paced environment** while meeting production deadlines
 - Collaborated with team members to complete daily tasks and goals
- Retail Associate** – Khadra House of Fashion, Kitchener, ON *Apr 2025 – Sep 2025*
- Ensured store areas were **clean, neat, and organized** for customer satisfaction
 - Assisted with inventory organization, merchandise displays, and general upkeep
 - Provided reliable service and supported team during busy periods
- Hostess** – Istar Restaurant & Banquet, Toronto, ON *Oct 2024 – Dec 2024*
- Assisted with maintaining **clean and welcoming guest areas** including tables and seating
 - Ensured smooth flow of operations during events by supporting staff needs
 - Provided professional customer service in a high-volume setting
- Retail Associate** – Tofiq Boutique, South Africa *2015 – 2021*
- Maintained store cleanliness and **organized displays** to improve customer experience
 - Processed transactions accurately while supporting stock replenishment
 - Delivered customer service in a **fast-paced retail environment**

EDUCATION

Grade 12 – Eastleigh High School, Kenya

2015