

**Ali Saedi**

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**AIC Student Member | Aspiring Real Estate Appraiser**

**PROFILE**

- Detail-oriented and enthusiastic AIC Student Member with a passion for real estate appraisal.
- Strong background in administrative support, client service, and operations coordination.
- Experienced in handling confidential data, supporting documentation accuracy, and providing excellent customer service.
- Skilled in creating client-facing materials, managing schedules, and proofreading reports.
- Highly organized, responsive, and proactive—eager to learn and grow within a mentorship-driven appraisal firm.

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**PROFESSIONAL EXPERIENCE**

Airway Interline Services Inc

June 2024 - Present

**Administrative Assistant / Passenger Service Agent**

- Answer client inquiries and coordinate time-sensitive flight and travel documentation.
- Ensure accuracy in issuing travel vouchers and recording passenger data.
- Collaborate with managers and drivers to maintain seamless operations.
- Assist in training new staff and managing real-time logistics updates.
- Maintain composure under pressure, delivering consistent service quality.

Humber Polytechnic

December 2024 – May 2025

**Pass Leader – BISM 200**

- Led weekly peer-assisted study sessions focused on business information systems and data interpretation.
- Utilized Excel and business tools to simplify course concepts and guide collaborative learning.
- Developed session plans that emphasized problem-solving, critical thinking, and academic success.
- Mentored students in time management and study techniques to build confidence and performance.
- Fostered a supportive and inclusive learning environment through active engagement.

Tehran Gold

June 2021 – June 2023

**Retail Supervisor**

- Managed daily operations including staffing, scheduling, and customer transactions.
- Trained and supervised new employees to meet service standards.
- Handled POS and cash desk responsibilities with attention to regulatory compliance.
- Maintained strong customer relationships and operational efficiency.

## EDUCATION & CERTIFICATIONS

Humber Polytechnic

Graduated 2025

### **Business Management Diploma**

- Achieved Dean's Honor Roll recognition for Winter 2024, Summer 2024, Fall 2024, and Winter 2025 semesters for outstanding academic Performance.
- Represented Humber Polytechnic as a participant in the Ontario Colleges Marketing Competition (OCMC) 2024, achieving 3rd place in a highly competitive event focused on marketing and business strategy.

City & Guilds

### **Accounting For Financial & Service Industries**

Travel Industry Council of Ontario (TICO)

**TICO Education Standards – Travel Counsellor**

**TICO Education Standards – Supervisor/Manager**

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## VOLUNTEERING

Hong Fook Mental Health Association

### **Finance Coordinator**

Humber Polytechnic

### **Participant, Business Management Diploma Program Review**

### **Tourist and immigrant Support Coordinator**