

Resume

Name: Abdul Raheem Shoeb Mohammed.

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I am a highly organized and productive professional with over two and half years of experience in sales and construction industry. Throughout my career, I have demonstrated my ability to adapt, learn and grow with my excellent communication and management skills in fast paced environments.

Professional Skills:

Software proficiency Microsoft Suite, SharePoint, Google Suite, AutoCAD, RET screen, etc.

Technical Skills Report writing, Mechanical drawings, Electrical SLDs, IOT.

Leadership and Management Quick learner, Problem solving, Strategic Planning, Time Management, Multitasking, Excellent communication, Attention to detail, Team player.

Work experience:

Jan 2024 – Aug 2024. Seaspn (VSY). Facility maintenance

- Helped with loading and unloading materials to support the team.
- Kept the worksite clean and organized by removing debris and preparing areas for tasks.
- Operated basic equipment like hand tools safely.
- Followed safety guidelines to prevent accidents and keep the worksite secure.
- Assisted skilled workers by carrying materials and tools or setting up equipment.
- Lifted and moved heavy items using proper techniques to avoid injury.
- Helped with construction tasks, such as digging, setting up structures, and mixing materials.
- Kept track of materials and tools, ensuring they were available when needed.
- Carried out simple repairs and maintenance on equipment or buildings.
- Worked well as part of a team, helping to finish tasks on time.
- Followed instructions carefully and completed tasks efficiently.

Dec 2022 – Dec 2023. Lucky Food Mart sales executive

- Helped customers find the products they needed and answered questions.
- Kept the store clean and organized, ensuring products were easy to find.
- Handled cash register and processed customer transactions.
- Followed store rules to maintain a safe shopping environment.
- Restocked shelves and displays to keep products available.

Jan 2020 – Aug 2022: Amazon. Customer Service Associate

- Delivered exceptional customer service over calls, Emails and chats, handling inquiries and resolving issues efficiently and effectively.
- Managed customer interactions across multiple channels, ensuring timely and satisfactory resolutions.
- Coordinated with various departments to address customer concerns and streamline processes.

Education:

- **New York Institute of Technology, Vancouver: M.S in Energy Management.**
- **Jawaharlal Nehru Institute of Technology, Hyderabad: Bachelor of Technology (Mechanical Engineering)**

Extra Work/Volunteering:

- BC Sustainable Energy Association. Treasurer (Steering Committee) -Vancouver. Jan 2024– present. Participating/Lead various events.