

Mohamed Abdirahman

Assistant Office Administrator

Minneapolis, MN

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I want to enhance my professional skills in a dynamic and stable workforce, I am also willing to learn and adopt new environment.

Authorized to work in the US for any employer

WORK EXPERIENCE

Assistant Office Administrator (PT)

Al-Farooq Family Centre - Bloomington, MN - January 2016 to March 2016

I worked as an entry assistant office administrator, in this job I was responsible for data entry. Tracking and handle students attendance and employees records. Keeping inventory of office supplies and ensuring that office machines are kept in working order. I was also file, label, organize and respond to request for files from the supervisors or other department. Collecting the new admission forms and helping the families for completing forms correctly.

Warehouse Utility Associate

Data Recognition Corporation (DRC) - Minneapolis, MN - January 2016 to March 2016

Responsibilities

Take order papers and collect all the listed items on the order paper in the warehouse.

Scanning, packaging and labeling the boxes.

Skills Used

Packaging, scanning of the boxes in correct manner.

Cashier

Metro Super Market - Karachi - 2013 to 2014

Karachi, Pakistan

*Scan items and insure pricing correct. *Greet the consumers and ask if they want plastic or paper. * Take costumers' orders. * Take money in form of cash, credit card, or check. * Cash checks and prove change. * Return unwanted items to shelves. * Process returns and check to see if items are damaged. * Change receipt paper as needed. * Bag items carefully.

EDUCATION

Masters in Public Administration

University Of Karachi

2013

Diploma in Computerized Accounting

E-sharp Institute of Accounting - Karachi

2011

4/25@1130
ENTERED

~~4/15@IP.~~

~~4/20 IIA~~

SKILLS

Bilingual English/Somali, I have experience of blog admin, translating English news/Articles into Somali language (7 years)

LINKS

<http://mkalafoge.blogspot.com/>

CERTIFICATIONS

Project Management

Accounting Softwares

January 2010 to January 2011

GuickBooks, Peachtree, Tally and Exel.

ADDITIONAL INFORMATION

Skills

- * Bilingual Somali/English
- * Training and development
- * Effective communication Skills
- * Extremely organized
- * Team leadership
- * File/Records maintenance
- * Quicker learner
- * Consistently meet goals
- * Advanced interpersonal skills
- * Administration
- * willing to learn and adopt quickly.