

Muhammad Bin Mahmood

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I am an experienced, self-motivated, project /construction engineer with approximately 13 years' experience in executing projects. My passion for digital marketing is translated in the fact that I used to own an e-commerce shop utilizing Shopify's platform thus I am familiar with Shopify's platform and running ads on Facebook and Google. I am also enrolling in an immersive programming course in software development with Trent Global Academy.

EDUCATION/ QUALIFICATION

2005 - 2006

Deakin University School of Engineering
BEng (Hon) Electronics - 2nd class Honours

1998 – 2001

Nanyang Polytechnic, Singapore
Diploma in Electronics, Computer, Communications Engineering

COURSES/ WORKSHOP

Wealth-Mastery Asia
3-day E-commerce workshop
2018

- Importing Products from Ali-express using chrome extension
- Analysing Facebook ads statistics to improve advertisement performance
- Studying consumer behaviour to know what products to sell
- Facebook Audience Targeting to find specific customers and increase chances of sale
- Operate Shopify platform
- Content management on Shopify website
- Instagram advertising
- Create Marketing Videos
- Excellent communication skills
- Product Research and competitor analysis

TECHNICAL SKILLS

- Excellent communication skills
- Strong Analytical skill
- Team Player
- Sales and Marketing
- Social Media Advertising
- Oberlo
- Microsoft Office
- Digital Marketing
- Copywriting ads
- Creating content on social media through ads
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RELEVANT TECHNICAL EXPERIENCE

- Owned a Shopify store selling Generic Products
- Run Facebook Advertising Campaigns to market products
- Use Facebook Analytics to Understand website performance
- Use Facebook Audience Insights to better understand Consumer Demographics
- Fulfilling and completing orders with Oberlo

WORK EXPERIENCES

Truly-Eve Ecommerce Store
Owner

June 2019- February 2020

Truly Eve is an Ecommerce store selling generic household items and during my time as the store owner I carried out the campaign advertisements, Facebook and Instagram advertisements, Order fulfilment, handling customers queries and manage store website on Shopify.

RESPONSIBILITIES

- Ran Facebook and Instagram advertisement campaigns
- Ran Google advertisements
- Order fulfilments
- Communicate with overseas suppliers on delay of products
- Communicate with customers and answering doubts
- Ran discount offers on website
- Manage website content
- Keep track of Facebook ads statistics to see how ads are performing

ACHIEVEMENTS

- Managed profit of \$200 USD in sales
- Increase in customer leads and lists

JGC Singapore Pte Ltd

Construction Engineer

June 2011- Sept 2020

JGC Singapore is an engineering, procurement and construction company for the oil and gas industry. During my time at JGC, I handled the construction phase of the project dealing with civil, mechanical, piping, E&I installation. My main role was mainly subcontracting the construction activities to reputable subcontractors on top of managing the day to day site activities. I also am heavily involved in contract close out after completion of the project including settling all variation orders.

RESPONSIBILITIES

- Exercise critical thinking and creativity to effectively solve problems and technical issues on project site to prevent further delays
- Sharpen communication skills by communicating and liaising with clients and subcontractors on project issues that hinder progress thus improving customer relationship between company and client
- Work Independently to come up with construction strategy best to execute the project
- Conducting root cause analysis to solve pressing issues
- Handle logistics operation of materials coming into the project site
- Manage project inventory and handover of excess materials to clients
- Exercise fair and strong leadership at site to effectively manage construction team on project site
- Reporting to the project manager and client on progress and pressing issues at site
- Involved in negotiation and clarification prior to Award of contract to subcontractors
- Carry out scheduling works for construction activities and ensure subcontractors keep to the schedule and activities planned out via our weekly meeting.
- Work & coordinate closely with internal and external stakeholders to align project priorities, set milestones drive project schedule and meet project deadlines
- Follow up on issues faced and closing them quickly so as not to impact project schedule
- Utilizing strong analytical skills to solve technical problems encountered during project execution
- Manage construction budget on site
- Develop monthly and weekly reports

ACHIEVEMENTS

- Completing past project on time
- Completing past projects within budget and
- Won long term contract with Infineum Singapore
- Successfully negotiate with subcontractors to avoid additional charges
- Achieved zero-free incident on site

Rotary Electrical Company

Project Engineer

January 2007- 2011

Rotary Electrical Company is an engineering, procurement and construction company for the oil and gas industry. During my time at Rotary, I handled the Electrical & Instrumentation projects, tender proposals and reported to the Project Manager on the construction and tender proposal progress.

RESPONSIBILITIES

- Executing the project with the help of a multinational construction crew
- Managing awarded EPC project within safety and quality standards
- Attend weekly progress meeting to update client on construction progress
- Coordinate with procurement staff and equipment manufacturers to select materials and equipment based on client's specifications and expedite delivery of materials
- Coordinate with clients to ensure a smooth construction phase whilst working in an existing plant
- Ensure proper management of project budget and resources throughout project duration
- Highlight issues related to projects at early stage and resolve them ASAP.
- Update Project Managers on project progress;
- Sending out RFQs to vendors and estimate cost of assigned scope from Bill Of Quantity (BOQ) and drawings and specifications
- Coordinating with procurement staff and equipment manufacturers to expedite quotation and negotiate price
- Studying the construction layout, to facilitate the tendering and project execution phase
- Maintain an open channel of communication within project team members and clients to openly discuss issues and solving them
- Working with a multi-discipline group of field-engineers and designers to effectively meet the project schedule

KEY PROJECTS

- Air Liquide Engineering - Hermes Hydrogen Plant (Singapore)
- Saudi Kayan Petrochemical Company-Later needs storage tank (Kingdom Saudi Arabia)
- Power Seraya – Berth 3 Conversion Project (Singapore)

ACHIEVEMENTS

- Completing Power Seraya berth 3 and Air liquid Engineering project within time.
- Completing Air Liquide Hermes project in time

NOTICE PERIOD

- Immediately

Starbucks Coffee

Part-time Barista

January 1999- January 2000

RESPONSIBILITIES

- Taking Customers Order
- Preparation of beverages
- Stock checking
- Dealt with opening and closing of stores
- Handle large orders during lunch time
- Maintain an open channel of communication within team members to facilitate a healthy working environment