Calgary, Alberta T2N4V5 | 403-629-6228 | mohammedrazanaqvi@gmail.com

MOHAMMED NAQVI

EDUCATION

University of Calgary, Calgary, AB
Bachelor of Science, Software Engineering, Expected in 05/2025

PROFESSIONAL SUMMARY

Energetic Volunteer offering outstanding telephone etiquette, social media and interpersonal skills. Well-trained individual with past experience working with children and elderly people. Punctual and dedicated to service.

SKILLS

- Data Entry
- Teamwork and Collaboration
- Answering Phones
- Operations Support
- Verbal and Written Communication
- Computer Skills
- Material Handling
- Group Assistance
- Staff Assistance
- Volunteer Acquisition
- Environmental Stewardship
- Educational Strategies
- Raising Funds
- Attention to Detail
- Folding Clothes
- Phone Inquiries
- Producing Communications
- Google Suite
- Proofreading and Editing

- Taking Messages
- Educational Games
- Classroom Management
- Patient Engagement
- Instructional Techniques
- Microsoft PowerPoint
- Documentation
- Filing
- Mediation
- Laundry Duties
- Classroom Management
- Patient Engagement
- Instructional Techniques
- School Engagement
- Microsoft PowerPoint
- Documentation
- Filing
- Mediation

- Laundry Duties
- Classroom Management
- Patient Engagement
- Instructional Techniques
- School Engagement
- Microsoft PowerPoint
- Documentation
- Filing
- Mediation

PROFESSIONAL EXPERIENCE

CLUB STAFF MEMBER 09/2022 to Current
AC Robotics, Calgary, AB
Built drones from scratch.
Took part in team activities.
Quickly learned new skills and applied them to daily tasks, improving efficiency and

productivity.

CLUB STAFF MEMBER 09/2022 to Current
AC Robotics, Calgary, AB
Built robots from scratch
Participated in teamwork
Learned computer designing and wiring
Learned valuable time skills

TEACHER'S ASSISTANT 03/2018 to 04/2018
ISG, Muscat, Muscat

- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Maintained safety and security by overseeing students in recess environments.
- Prepared learning materials, helping teachers prepare for daily instruction.