

ISLAM MUHAMMAD

Valley View | islamluse@gmail.com | 0414 072 921 | Car & Licence

OBJECTIVE

I want to join a team that can work together to help people. I want to be able to learn different viewpoints and be able to share my experiences with people. I want to make a difference in people's lives. I also have a goal of trying to improve myself and learn as much as I can and develop an array of skills. When it comes to work I can do anything since I enjoy doing anything

SKILLS AND ABILITIES

- Good people and communication skills
- Fluent in Uighur (similar to all turkic languages) & Japanese
- Performs well individually or in a team
- Ability to follow instructions and carry them out
- IT skills such as: Word, Excel, PowerPoint and Access
- Sales experience, and good customer service
- I can type at 50wpm with an accuracy of 98%

EMPLOYMENT HISTORY

2022- Current Datacom- Customer Service Representatives

- Communicating with customers
- Being knowledgeable and able to think on the spot regarding the contracts we are working
- Keeping information confidential
- Being proficient in the necessary tools for the job (ATLAS, PICS, Compass and SAP)

2021- 2022 WestSide Lawyers– Data Entry Clerk

- Managing all kinds of Data
- Being observant and diligent in noticing discrepancies with Data
- Keeping information confidential
- Being proficient in the necessary tools for the job (CLASS and MYOB)

2019- Current Uighur School – Teacher (Volunteer)

- Creating a lesson plan
- Confidence in presenting
- Dealing with kids
- Dealing with parents
- Teaching history, following a set teaching plan created by myself

2016- 2016 Smart Group - Sales Representative (Short Term Contact)

- Door to Door knocking, showing resilient
- Meeting with potential customers face to face
- Providing good customer service
- Being able to work independently
- Proficiency in using the technology required for the job

2014-2016 Soundwave - Ice Cream Vendor

- Dealing with money in hand
- Selling goods to the public
- Keeping a professional attitude when dealing with customers
- Being quick and efficient when dealing with lines of customers

2009-2018 KM Modern Interior Finishing Touch- Assistant Flusher

- Following instructions to the letter
- Cleaning the site after work
- Lifting heavy loads on the regular
- Having basic knowledge in Flushing

EDUCATION

2017- Current Flinders University, Bachelor of Education Primary

2011-2016 PREVIOUSLY: UNIVERSITY OF SOUTH AUSTRALIA, CITY EAST CAMPUS
BACHELOR OF PHARMACEUTICAL SCIENCE

REFEREES

Yen Du- Practice Manager

WestSide Lawyers

0435 526 485

Yultuz- Head Teacher/Supervisor

Uighur School

0430 452 844

Luke Evans- Manager

Smart Group

0438 004 640

Aman - Manager

Soundwave

0419 395 489

Kamal Muhammad - Manager

KM Modern Interior

0402 270 671