

# Mohammed-M Rahman

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## Summary

High impact Project Manager with proven success in enhancing the operational performance and management effectiveness of diverse organizations by performing a wide array of tasks and duties related to customer service, sales, construction work, and project implementations. A real team player with strong management and communications skills: verbal, written, interpersonal, presentations, and rapport building.

The following are highlights of my career:

- Supporting the coordination and management of projects, schedules, logistics, and project life cycle tasks to contribute to organizational success comprehensively.
- Balancing multiple tasks while utilizing top-level problem-solving, effective communication skills, business strategies, and customer service to support efficiency and maximum returns.
- Building solid relationships with clients and other staff through effective interpersonal, communication, and leadership abilities
- Scrutinizing operating policies & procedures and recommending strategic process improvements, in accordance with organizational regulations, to drive maximum efficiency and productivity
- Thriving within deadline-driven, fast-paced, and challenging environments

## Experience



### Project coordinator

Service Stream

Aug 2022 - Present (1 year 3 months)



### Site Supervisor

Planet Civil Pty Ltd

Sep 2021 - Jan 2022 (5 months)

- Perform numerous roles and positions within a small, family owned civil engineering company in Sydney.
- Develop a hands-on approach to the civil engineering industry with a focus on smaller projects with lesser technical expertise
- Work closely with subcontractors throughout multiple phases of construction
- Successfully keep assigned projects on schedule and manage physical flow of work



### Booking Clerk

Pickles Auctions

Apr 2018 - Jul 2018 (4 months)

- Worked as a booking in staff at one of Australia's largest auction companies

-Attended to a variety of roles including entry of vehicle data into a data base as well as attending to on-site visitors



## **Cycle Counter**

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Jun 2017 - Aug 2017 (3 months)

-Worked as a cycle counter for one of Australia's largest online retailers  
-Developed essential RF scanning skills and improved time management abilities with a focus on efficient work-practice, accuracy as well as development of crucial inventory management skills

## **Education**



### **University of Sydney**

The Coding Boot Camp, Computer Science

Apr 2023 - Oct 2023

By participating in this coding bootcamp I have learnt the fundamental concepts of web development, including HTML, CSS, and JavaScript. I've also worked with servers, databases, and other back end technologies, such as MySQL database, Node.js, and more. I've developed my skills further using NoSQL databases, convert traditional applications into progressive web applications, and learnt React.



### **University of Sydney**

Bachelor of Project Management, Built environments

Jun 2020 - Jun 2023



### **Macquarie University**

BBA with B.com- Professional Accounting: Business and Commerce, Business Administration and Management, General

Jul 2017 - Nov 2018



### **Malek Fahd Islamic School**

High School Certificate

Feb 2011 - Nov 2016

## **Skills**

JavaScript • MongoDB • Node.js • Sequelize.js • Java • Python (Programming Language) • HTML  
• Cascading Style Sheets (CSS) • MySQL • Project Planning