**RHEYAD MOHAMMED**

**LOT#4 OFF MUNGAL TRACE,**

**ORANGE FIELD ROAD CHAGUANAS**

**Cell: 868-379-0330 Home: 868-673-7569end\_of\_the\_skype\_highlighting**

**Email:Rheyadm@gmail.com**

**CAREER OBJECTIVE:**

To obtain a progressive and challenging position, within an organization where my experience, skills and education can be utilized for personal and professional growth within that organization.

**EDUCATION**

**Miracle Ministries Pentecostal High School**

* **CXC (O 'Levels) 2006-2011**

1. Mathematics
2. English
3. Integrated Science
4. Information Technology
5. Principles of accounts
6. Principles of Business
7. Geography
8. Caribbean history

**University of Trinidad and Tobago (UTT) 2011-2013**

* **Certificate in Applied Engineering**

**University of Trinidad and Tobago (UTT) 2013-2015**

* **Certificate in Process Operations**

**WORK EXPERIENCE:**

**Chief Brand Products**

Supervisor: JULY 3rd 2017 TO August 31st 2017

* Identify all issues in team and provide continuous support to all members according to operating standards.
* Supervise effective working of production personnel and prepare effective production schedules and ensure compliance to all company policies.
* Coordinate with equipment and process teams ensuring compliance to all protocols and maintain quality.
* Manage and prioritize all production processes and implement all production plans.
* Analyzed staffing requirements and ensured efficient compliance to production schedules and budget for all production process.
* Prepared necessary paperwork and administered all invoices on spreadsheet and maintain records of all document.

**National Gas Company of Trinidad & Tobago**

Material Assistant I: 2016-2017

* Prepare financial reports
* Sorts and places materials or items on racks, shelves, or in bins according to assigned inventory location.
* Issues material to customers and in current system based on request specifications.
* Fills requisitions, requests for materials, and/or other stock items and distributes items
* Marks materials with identifying information and updates system with location.
* Performs inventory audits at all warehouses, as required.
* Provides support for Projects.
* Performs other duties as assigned

**National Gas Company of Trinidad & Tobago**

Warehouse Attendant: 2015-2016

* Conveys materials and items from receiving to storage or to other designated areas.
* Sorts and places materials or items on racks, shelves, or in bins according to assigned inventory location.
* Issues material to customers and in current system based on request specifications.
* Fills requisitions, requests for materials, and/or other stock items and distributes items
* Marks materials with identifying information and updates system with location.
* Performs inventory audits at all warehouses, as required.
* Provides support for Projects.
* Performs other duties as assigned

**Super Industrial Services**

. Warehouse Clerk: February-May 2015

* Receive trucks and unload merchandise.
* Compile inventory balances and price lists.
* Supervise other warehouse clerks.
* Delegate duties as necessary.
* Carry out tasks as assigned by the warehouse supervisor / manager.

**Customer Service First Couriers**

Customer Service Representative – September 2013- March 2014

* Maintained financial accounts.
* Set up new customer accounts.
* Manage customers' accounts.
* Follow up on customer interactions.
* Prepare and distribute customer activity reports

**WORK EXPERIENCE:**

**Caribbean Safety Products**

Customer Service Representative May-August 2012

* Maintained financial accounts.
* Set up new customer accounts.
* Manage customers' accounts.
* Follow up on customer interactions.

**JTA Supermarkets**

Dispatcher July 2011-May 2013

* Prepared paperwork for Shipments.
* Coordinate the unloading/loading of trucks with the warehouse personnel.

**SKILLS**

* Proficient in Microsoft Suite
* Strong verbal and Personal communication skills
* Strong communication skills
* Problem analysis, use of judgement and ability to solve problem efficiently
* Excellent team player
* Tolerant and flexible to different situations
* Certified forklift driver.

**REFERENCES:**

Praimchand Gunness

Supervisor

National Gas Company

636-4662

Mr. Lawrence Wilson

Assistant Manager

National Gas Company

Telephone Number: 636-4662

Khimragh Maraj

Supervisor

Caribbean Safety Products

299-3864