

**BASHIR MUHYADIN RAGHE**  
5430 7<sup>th</sup> St NE • Fridley, MN 55421 • (612) 232-9375,  
[raghe57@gmail.com](mailto:raghe57@gmail.com)

**Objective:**

Desire an Interpreter position with **UCare**. Offering excellent command on Swahili, Somali and English to provide outstanding translation services.

**Education:**

**Arya Boys Secondary School** ( June 2006)

*High school diploma / Ordinary level Education*

**Kenya School Of Professional Studies** (April 2008)

*Certificate in Computer Applications*

**Inoorero University** (March 2009)

*IT Essentials: PC Hardware and Software*

**Qualifications:**

**Computer Skills:**

- Windows, MS Word, Excel, PowerPoint
- Define and describe the components of a personal computer
- Perform a step by step assembly of a desktop computer.
- Install and navigate an operating system
- Upgrade or replace components of a laptop, printer, or a scanner.
- Perform preventive maintenance and basic troubleshooting.

**Work Experience:**

**Park Nursing Home LTD.** *Nairobi KE.*

*2015 to 2017*

**Administration assistance**

- Greet and engage clients in a friendly and professional manner
- Answer all incoming phone calls and checked voice mailbox; replied to inquires and forwarded messages
- Quickly and effectively solve customer challenges, constantly seeking new ways to improve customer service
- Maintain quality control satisfaction records
- Assisted Development Co-ordinator with pre-event logistics and event follow-up
- Recorded minutes during staff meeting
- Cash handing

**Galmart Supermarket. Nairobi, KE.**

**2013-2015**

**Quality Supervisor**

- Oversee implementation activities related to the quality control
- Facilitate effective communication on quality control throughout the facility
- Investigate complaints to determine cause. Consult with production staff to correct deficiencies, recognize and resolve negative trends
- Identify technical problems and procedural issues and implement solutions.
- Responsible for carrying out policies and procedures as implemented by Quality Assurance including food safety and quality.
- Responsible for implementing and verifying corrective actions.
- Supervise assigned staff.

**Personal:**

- Attention to detail
- Problem solving skills
- Strong work ethic
- Motivated self-starter
- Multi-tasking and time management