

# Mohammed Sartaj Rabib

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## EDUCATION

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### University of Texas at Dallas

B.S. in Information Technology

Richardson, Texas

Expected Graduation, Dec 2024

- **GPA:** 3.84/4.00
- **Related Coursework:** Quantitative Business Analysis, Introductory and Managerial Accounting, Microeconomics, Macroeconomics, Professional and Technical Communication, Business Law, Information technology for Business

### Collin College

Associate of Science

Plano, Texas

Graduated 2022

## EXPERIENCE

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### AlphaBest Education INC, Site Director

Frisco, Texas

Dec 2021 - Present

- Collaborated with a team to create engaging and educational experiences for children
- Managed administrative tasks such as forming activity schedule, organizing program rooms, communicating with parents and streamlining office operations for efficiency
- Mentored and provided constructive feedback to team members, improving their skills and driving the achievement of individual and team goals
- Coordinated with staff to implement educational and recreational activities

### CVS Pharmacy, Supervisor

Plano, Texas

Jun 2021 - Nov 2021

- Managed store operations as a Shift Supervisor, handled product deliveries and stocking efficiently
- Supervised and coordinated with team members to ensure smooth store operations and increase efficiency by 80 percent
- Managed vendor relationships, ensuring timely product availability.
- Gained experience in product management by overseeing inventory and product placement

### Crystal Cars, Manager

Chattogram, Bangladesh

Jan 2020 - Dec 2020

- Managed inventory levels to ensure accurate records of stock quantities and movements
- Analyzed inventory data to identify trends and make recommendations for inventory adjustments and increased efficiency by 85 percent
- Negotiated and finalized deals with international suppliers, primarily from Japan and China, to secure imported products and ensure optimal pricing and delivery terms.
- Managed the movement of goods and delivery activities to ensure timely and efficient distribution

## Technical Skills

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- Python, SQL, Tableau, Excel
- Database Processing
- Experience with Microsoft Suite Programs: Word, Powerpoint

## Activities & Volunteering

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- Jaago Foundation 2013-2018
- Islamic Association of Collin County 2020-2023

**Languages:** English, Bengali, Urdu, Hindi