

MOHAMED A ABDI

3415 CENTRAL AVE NE #5 MINNEAPOLIS, MN , 55418

6125177462 : affeey87@gmail.com

1. SALES AND ACCOUNTING MANAGER- RIVERSIDE WIRELESS LLC. 05-17-2019 Up to date

- Managing the sales process for new accounts from initial contact through the entire process.
- Calls on customers, provides technical and administrative product/service information and or presentations, and quotes appropriate customer prices.
- Being the main contact point between the company and customers in all sales-related matters; understanding of customer's business and product requirements.
- Provide information on customer needs, volume potential, pricing, and competition.
- May provide technical guidance to other levels of sales representatives.
- Provide input into product direction.
- Building customer relationships and intimacy
- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary.

2.AMAZON FULLFILMENT CENTRE, SHAKOPEE MN

WAREHOUSE ASSOCIATE, MACHINE OPERATOR JAN-2018-MAY 2019

Essential Functions/Duties:

- Assemble, Stow customer/client orders for shipment as directed, in a timely and accurate manner.

- Communicate inventory and other pertinent order fulfillment problems or issues to management.
- Support other Warehouse/Fulfillment functions, inspect products for defects and damages, process special request orders, Etc.
- Support other Warehouse/Fulfillment functions as needed
- Inspects materials, products, and work in progress for conformance to specifications, and adjusts process or assembly equipment to meet standards.

3. EASTLEIGHT COMMERCIAL SERVICES, NAIROBI-KENYA

ASSISTANT PROPERTY MANAGER, 02.15,2014-09-05-2017

Preparing and scheduling property viewings, conducting property tours and interviewing prospective tenants.

Addressing and resolving residents' questions, concerns, and complaints in a timely manner.

Processing applications, conducting credit checks, and negotiating contracts.

Inspecting property conditions and coordinating maintenance activities.

Managing budgets, accounts, rent collections, and tenant notices.

Creating and distributing marketing materials to attract new tenants.

Maintaining organized and updated resident files and records.

Reporting any problems or issues to the property manager.

Bachelor of Human resources management, Kampala Uganda, *Kampala University*

- Clarity.
- Empathetic
- Confidence
- Problem Solving.
- Conflict Resolution.
- Motivation.
-

-

Reading, Watching Movies, Traveling