

MOHAMMAD BILAL

52 Littleleaf Dr, Scarborough, ON · (647)-915-2576
Technicalbmyt@gmail.com - <https://www.linkedin.com/in/bilal1125>

Willing to take on any task to support the team and help the business succeed. I would welcome a rewarding and challenging job that not only involves my current skills but will hopefully help me acquire some new ones.

EXPERIENCE

MAY 2023 – TILL DATE

KINGSMILL FOODS, PRODUCTION WORKER

- Operating warehouse machinery safely and efficiently
- Pack, weigh, and label completed items for shipment or storage.
- Monitors product quality frequently, reporting problems to mitigate safety issues.
- Moving and storing inventory in its specified area in the warehouse.

OCTOBER 2022 – APRIL 2023

OPERATIONS COORDINATOR, BUDDY ON MOVE [CARMELTAZITE SOL. PVT. LTD.]

- Assisting with the management of daily operational activities
- Performing administrative tasks, such as making travel arrangements, answering phones, scheduling meetings, etc.
- Managing office supplies and the maintenance of office equipment.

EDUCATION

MAY 2023 – Expected DEC 2024

POST GRADUATE CERTIFICATE IN SUPPLY CHAIN MANAGEMENT, NORTHERN COLLEGE (ONTARIO PUBLIC COLLEGE)

AUG 2019 – JUN 2022

BACHELOR OF BUSINESS ADMINISTRATION, INVERTIS UNIVERSITY

SKILLS

- Attention to details.
- Problem-solving
- Adaptability
- Leadership Skill
- Strong communication
- Physical stamina
- Time management
- Inventory management