**ABUBAKR OSMAN**

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# CAREER OBJECTIVE

To obtain employment in a well-established and successful organisation where I can demonstrate my skills but also learn new skills as well as getting recognised for my hard work to achieve personal goals and career progression. I am a hard-working individual who can commence employment immediately.

QUALIFICATIONS

Current **Certificate III Logistics**

Sarina russo institue

2019  **Statement of Attainment Warehouse Operations**

Astar recruitment

2014 **Certificate IV Business Administration**  
Inner West Skills Centre

2012 **Higher School Certificate**  
Granville Boys High School

EMPLOYMENT HISTORY

Aug 2019 – Jan 2020

**Salvation Army -**Volunteer

* + - organising store
    - unloading deliveries
    - using pallet jack
    - assembling and dissembling
    - cleaning

Aug 2018 – Oct 2018  
**Australia Post**Postal Service Officer

* Postage
* Front of house customer service – interacting with customers face to face and over the phone
* Handling finances – card and cash
* Financial Transactions
* Inventory Management

Sep 2016 – Oct 2017  
**Alexandria Homeware & Gifts**Sales Assistant

* Pick packing
* Interacting with customers face to face and over the phone
* Managing inventory
* Ordering stock
* Shelve Stacking
* General hands

Apr 2014 – Aug 2016  
**Nile Mix Business**Sales Assistant

- General cleaning duties – mopping, sweeping, wiping

- Interacting with customers face to face and over the phone

- Handling finances – card and cash

- Reporting to the manager

- Administrative duties – handling files and documents

- Restocking

May 2013 – Mar 2014  
**Sydney Superstore**  
Sales Assistant

- Administrative duties – handling files and documents

- Interacting with customers face to face and over the phone

- Cashier – Card and cash handling

- Shelf stacking

- General cleaning duties – mopping, sweeping, wiping

Aug 2010 – Oct 2011 **Café Emporium**  
All-Rounder

* General cleaning duties – dishwashing, sweeping, mopping etc.
* Kitchen hand duties – grilling, toasting, cooking
* Making coffee
* Using store equipment
* Wait staff
* Adhering to OH&S

SKILLS

* Data Entry
* Answering Phone
* Team player
* Able to operate computer/technology
* Serving Customers in person, over the phone and email
* Inventory Management
* Sales and marketing skills

REFERENCES

Provided Upon Request