

# MAHAD WAHEED

Richmond, VA

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5715959444

Authorized to work in the US for any employer



## WORK EXPERIENCE

### Porter

**Toyota** - Springfield, VA  
April 2020 to July 2020

I am responsible for moving service guest vehicles to ensure smooth and efficient traffic flow through the facility, to increase guest convenience, and to maintain an orderly service parking area.

### Customer Service Associate

**Walgreens** - Lorton, VA  
May 2019 to April 2020

I performed a wide variety of duties during a shift such as, assisting customers in different departments, including groceries, pharmacy, photo department, and health and beauty centers. I also operated the cash register, stocked shelves, and cleaning services throughout the store.

### Ice Cream Server/Cashier

**Baskin-Robbins** - Lorton, VA  
June 2018 to April 2019

I greeted customers with warming welcomes, and met their needs for ice cream.

### Volunteer Work

**INOVA Hospital** - Alexandria, VA  
August 2017 to November 2018

I offered care and service to patients and visitors all around the hospital. I provided support and assistance to the hospital staff, greeted and welcomed families and visitors at the front desk, worked in the outpatient center, the emergency department lobby, accounting, human resources, medical affairs, and the cancer center with paperwork and computer work.

### Cashier/Customer Service Associate

**Toys 'R' Us** - Springfield, VA  
April 2018 to June 2018

I assisted customers with purchases, service, and questions they had about Toys R Us. I also was on the register and had to promote sales.



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## EDUCATION

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### **Bachelor's in Business/Human Resource Management**

Virginia Commonwealth University - Richmond, VA

August 2020 to Present



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## SKILLS

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- Customer Care
- Customer Support
- Customer Service
- Bilingual
- Microsoft Office
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Outlook
- microsoft excel
- Medical Assisting
- Volunteer Management
- Patient Care
- Vital Signs
- Medical Office Experience



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## CERTIFICATIONS AND LICENSES

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### **Medical Assistant**

May 2019 to May 2020

Certification to become a Certified Medical Assistant.

### **Microsoft Word**

March 2017 to Present

### **Microsoft Excel**

March 2017 to Present

### **Microsoft Office Specialist**

March 2017 to Present