

Mohamed Mo- hamed Abdullahi

Secretary

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Languages

English (Native)

Somali (Fluent)

About

Adaptable professional with robust organisational skills and experience in customer interaction, complaint handling, inventory control, and store maintenance. Eager to leverage my meticulous nature to support retail operations effectively and provide excellent service on the shop floor.

BRANDS WORKED WITH

- Blackett Laboratory (Imperial College)
- Pharmacy

Experience

- Laboratory Assistant**
Blackett Laboratory (Imperial College) | Jul 2023 - Aug 2023
 - Cleaned and maintained equipment to achieve optimum performance.
 - analyze laboratory findings to check the accuracy of results.
- Secretary**
African Research Center | May 2023 - Now
 - Prepared reports, presentations, and spreadsheets supporting decision-making.
 - Responded to telephone inquiries and provided information about order status, shop hours and pharmacy procedures.

Education & Training

- 2022 - 2024 ● **Woodhouse College**
A-level, Maths, Further Maths, Economics, Physics
- 2020 - 2022 ● **The Crest Academy**
GCSE, 8 Subjects at A*-A with an A* Maths