

Muhammad Tabani

<https://www.linkedin.com/in/muhammad-tabani/> • (213)274-1464 • mmt7435@mavs.uta.edu / muhammad9908@gmail.com

Education

University of Texas at Arlington, Arlington, TX

College of Liberal Arts

B.A. Communication Technology – UI / UX

Internet Marketing

GPA: 3.7

Anticipated Graduation: December 2023

Skills

Public Speaking, Bilingual, Data Analysis,
Proficient with HTML5, CSS, SCSS, JavaScript, PHP,
Figma, Axure, Adobe, Social Media Marketing.

Work Experience

Office of Information Technology – The University of Texas at Arlington, Arlington, TX

August 2022 – Present

Lab Assistant

- Demonstrated leadership by overseeing Information Technology and Information Resource Planning initiatives.
- Played a crucial role in improving the infrastructure to enable the development and delivery of technology services by troubleshooting lab equipment and filling lab reports that supported UT Arlington's student-centered community, benefiting students, faculty, and staff. Implemented cost-effective measures to allocate Information Technology resources efficiently, by assisting students 1 on 1, contributing to the continuous improvement of the university's mission fulfillment capabilities.

Nivo Solar, Houston, TX

May 2022 – August 2022

Sales & Marketing Intern

- Conducted direct outreach to homeowners, effectively communicating the benefits of transitioning to solar power.
- Designed solar systems tailored to exceed electricity needs, resulting in significant cost savings up to 40% on power bills and environmental impact reduction.
- Successfully demonstrated the ability to adapt and sell the product in various environments and to diverse audiences. Achieved the distinction of being the top salesperson during the summer of 2022. Throughout the season, secured a total of 12 sales, surpassing all fellow interns in performance.

Amazon Logistics, Dallas, TX

June 2020 – October 2020

Warehouse Supervisor

- Led a total of 5 training sessions for incoming employees and provided continuous guidance to warehouse personnel, ensuring timely and accurate package handling and dispatch.
- Collaborated with management and introduced innovative ideas to enhance warehouse efficiency such as implementing warehouse management systems (WMS) to automate and optimize tasks, contributed to process improvements using data analytics to optimize order picking routes and strategies, and cost savings such as implementing a first-in, first-out (FIFO) inventory system to reduce storage costs.

Toyota Southern Motors, Karachi, PK

May 2019 – August 2019

Sales / Mechanical Intern

- Demonstrated a commitment to customer satisfaction by providing comprehensive vehicle details, gaining valuable experience in effective vehicle marketing to increase sales.
 - Proficiently diagnosed motor vehicle issues and played a pivotal role in providing instructions to mechanics, ensuring swift vehicle repairs and optimal customer service.
 - Received accolades as the "Top Repair Technician" in the summer of 2019, underscoring exceptional skills and valuable contributions to the team.
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Leadership Experience

Delta Upsilon Internatinal Fraternity, Arlington, TX

August 2021- Present

Vice President Risk Management / Member

- Planned and executed Loss Prevention programming for the chapter, as well as educating active members on the Loss Prevention policy by holding weekly risk management meetings.
 - Assisted in writing the by-laws; scheduled and led board meetings, and other appointments; took meeting notes; kept an organized schedule which increased the chapter's rank for the Fraternity and Sorority Life at UTA as well as improved the number of active members.
 - Edited the Loss Prevention policy every semester after evaluating how policies could further benefit the chapter.
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Awards/Honors

- University Honors: College Scholar (2021-2023) – Recognized for academic excellence and commitment to scholarly achievement.
- Follett Endowment, Global Engagement scholarship – Awarded in acknowledgment of dedication to global engagement and fostering cultural understanding.