

Malik Rabb

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Summary

Dedicated and skilled Executive with three years of experience in various areas of corporate production that includes office management, sales marketing and office skills training, bringing valued expertise to inspire a top-notch work environment.

Education

Western Hawaii

Finance/Business Administration

Sep '10-Apr '13

Experience

River Tech, Production Supervisor

Jul '19 - Current

- Conducted training on office software such as Excel, Microsoft Office and Power Point, increasing the customer service directives by 20%
- Conducted hands-on inspections of finalized products before allowing approval sales to clients and customers
- Implemented safety regulations that decreased job site incidents by 30%
- Managed quality assurance program, decreasing rework by 40% and saving the company \$250,000 in annual production cost

Crane & Jenkins, Personnel Supervisor

Aug '15 - Jul '19

- Conduct quarterly counseling on all employees resulting in a 20% annual decrease in staff turnover
- Manage all employee training folders ensuring each is in compliance with its respective supervising body
- Organize routine training sessions with staff to cover company topics such as sexual harassment, suicide prevention, depression and personal safety while at work

Certifications

- Series 63

Skills

- Sales
- Marketing