

MOSTAFA KAMAL

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Personal Information :

C. P. R No. : 831038683
Date of birth : 10th October 1983
Passport No. : BY 0164333
Height : 5 fit 8 in
Religion : Islam
Languages Skills : English, Arabic, Hindi, Bengali
Nationality : Bangladeshi
Bahraini Driving License : Yes I have
Marital Status : Married
Contract Address : Hamala

Professional Objective

Do you need creative support for any Operations Assistant, Sales Executive, Traffic Assistant, Accountant, Cashier, Documents Clearance, Graphics designing, insurance assistant?

Compelling save your time? Let's work together! Hi, I'm Mustafa, 10+ years of professional work experience any. I'd love to help you grow your business any kinds of work. I take pride in everything, ensuring produce high-quality work for my clients as I strive for complete customer satisfaction. Contact me today! I look forward to working with you. You can work with me.

Strength:

Self confidences, interpersonal skills, Good communicational Skill, Leadership skill, physically fit, Ability to be responsible, organized and handle pressure, ability to hard work.

Work Experience in Kingdom of Bahrain

❖ Company Name: Montreal Motors Co. S.P.C

Job Title: Operations Assistant Manager

Others job experience: Sales Executive / Accountant / Cashier / Traffic department expert /Documents Clearance

Duration: From 2012 up to the present

Responsibility & Professional Experience:

1. **Quotation/ Invoice** Bank Documents prepare & Customers Signature, File signature for NFH / Bcfc / & All banks, Sales Contract and purchase Contract Making in the system.
2. **Car Price updating** New and Used Car
3. **Registration** Online Vehicle Registration
4. **Traffic** All Type of Traffic Work Expert

Online Payment /Traffic paper Typing / New & Used Vehicles Arrange the traffic paper and transfer old Vehicle. Vehicles Traffic Record Checking by Online (Ex: Offense/Accidents/insurance/renewal/passing) Etc...

5. Ownership Card Printing
6. Car Loan All Bank Car Loan Approval Processing & Collecting LPO
7. Car insurance insurance writes and, Send Email for agent & Insurance Print
8. Release letter Old Car Release Letter Collecting from Bank
9. Sales Report Booking the Car in System & Submitting the Sales Report
10. Suzuki warranty Book All Suzuki Vehicle Email sends to agent
11. Car Delivery Vehicles Delivery to Customers
12. Email for agent All Toyota/Hyundai/Nissan/Ford/ Vehicle Ownership Insurance & Customer Details
13. Others Old vehicle enter the system and price giving to sales & flow up
14. Sending information required to clients by fax or email/ WhatsApp

❖ **Company Name: 3D Advertising & Promotions**

Job Title: Manager and HR

Duration: February 2010 to November 2011

Duties Responsibility:

- Passport, Visa, LMRA, CPR, Leave Salary, incentive all processing
- Accounting all orders & making receipt giving to customer
- Sending information required to clients by fax or email.

❖ **Company Name: Ok Bahrain Magazine**

Job Title: Graphics Designer & Sales Executive

Duration: October 2009 to January 2010

Duties Responsibility:

- Dealing with clients
- Graphics Designing all order items
- Quotation making & giving to customer
- Accounting
- Sending information required by clients by fax or email.

Work Experience in Bangladesh

American World University –Dhaka

Duration: May 2006-October 2009

- Consultancy (Dealing with clients)
- Computer Teaching
- Sending information required by clients by fax or email.

❖ Educational Qualification Summary

- Bachelor of Science (BSC in Hons.) - 2008 from Dhaka International University (DIUH)
- Diploma in Computer(Internet & Designing)–2006 from National Youth Academy-Dhaka
- Higher Secondary Certificate –2003 from Jurapur Adarsha Degree College
- Secondary School Certificate - 2001 from Saliha Kandi Indubhusan High School

❖ Computer Skills

- MS Office, MS Excel, MS Power Point
- Adobe Illustrator, In-Design, Adobe Photoshop, Quark Express
- Hardware-Computer Assembling, Computer Formatting, Windows Setup.....
- Software installing and solving the problem
- Online /Internet, Fax, E-mail, Browsing & other's.....