



SHAFAYET ULLAH ALAMGIHOSSAIN

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Muharraq, Kingdom of Bahrain

Objective

- To become a part of a reputed organization where I can help the organization touch pinnacles with the help of experience, capabilities and abilities. To obtain a responsible position that gives a supportive environment and provides me a platform to improve my skills.

Work Experience

- > **Officer sales and retail service.** (UAE Exchange Bahrain co w.l.l) from March 26th 2019 until now.

Job profile

- Help customers with complaints and questions. Give customers information about products and services.
- Collecting cash against transaction.
- Send remittance to the customer destination.
- Handling cash sale foreign currency make cash tally end of day.
- Answering customer calls and gives them information about service and products and the entire question they.
- Make sure customer satisfaction.
- Take care branch account and perform as a supervisor in the branch.

- > **Customer service associate and cashier** (smart fox video games) from April 2017 to March 2019.

Job profile

- Take customer orders and providing customer service with an emphasis on courtesy.
- Assists customers with their orders and communicate positively in a friendly manner.

- Asks questions to determine, verify and solve problems.
- Check for satisfaction on the quality of foods and services.
- Perform as a supervisor.

Academic Education

- **Secondary School Certificate (SSC) from M I high school.**
- **Higher School Certificate (HSC) comilla residential school and college.**
- **B.A from comilla Victoria government college, comilla Bangladesh.**
- Holder of Computer Operator Exp. Certificate from Barapara Union Digital Center. Approved by Bangladesh technical education board.
- Holder valid Bahraini driving license.

PERSONAL PROFIL

Marital status	:	single
Passport No	:	BK0510827
Expiry Date	:	21/03/2021
CPR No	:	900247690
Date of Birth	:	14/02/1990
Religion	:	Islam.
Nationality	:	Bangladeshi.
Language Known	:	Bangla, English, Arabic, Hindi.

Abilities/ Responsibilities:

- Excellent communication skill.
- Ability to Communication with multinational people and associate with them.
- Coordinates work functions of personnel with responsibility.
- Monitoring and supervising the activities of Personnel.
- Safe working conditions and good housekeeping & supervising the activities.
- Ensuring and observing company safety policy is completed.
- Data entry, Office MS word, excels online work etc.

Declaration:

I hereby declare that above-mentioned information is true and correct to the best of my knowledge & belief. Any certificates / Supporting documents will be followed as needed.

Date.....

(Shafayet Ullah)