MOHAMMAD GOLAM KIBRIA
MANAMA, BAHRAIN
+973-34230013

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E-mail-: abrarcomputer44@gmail.com

**Personal statement**

A highly motivated and well organised receptionist with seven years’ experience in a variety of office based environments. Pride in appearance and a warm personality combined with a proficient knowledge of clerical duties leads to a reliable and solid first point of contact for customers and employees. Creates and encourages a positive and trustworthy image for the company as a whole.

**Core skills**

* Strong organisational, administrative and general reception skills
* Good workload and time management
* Excellent telephone manner
* Dedicated and driven and proactive
* Confident communicator

**Employment history**

**Sales Man in Riyam Computer**

*(December 2011 – December 2016)*

*Duties: Front desk customer care and cash Manage. Monthly Accounts check and report submit to manager.*

***Salesman Noor Al Abrar Food Stuff***

*Duties: Front desk customer care and cash Manage. Monthly Accounts check and report submit to manager.*

*(January 2017-december 2017)*

***Supervisor Abu Abrar Contracting***

*(2017- Present)*

**Front desk in a busy office, reporting directly to the office manager.**

**Duties**

* Receiving all incoming calls and ensuring their distribution to the relevant employee
* Accounts, R
* Welcoming visitors to the office and making sure they were comfortable and looked after
* Dealing with all enquiries and resolving any problems over the phone or in person
* Organising the requirements for management meetings and presentations
* Maintaining the high presentation standard of the reception area
* Ensuring smooth and efficient distribution of internal memos and mail
* Managing the upkeep of photocopiers and fax machines and ensuring all machines were fully operational.
* Creating, processing and distributing all staff identity cards

**References**Please do not hesitate to contact me if you require references from any of my previous employers. Mahmood Ahmed Al Alli Contract: 39281282

**Education & qualifications**

**Secondary School Certificate (S.S.C) From Jamsherpur High School Brahmanbaria Bangladesh**

***(2000 – 2002)***

**Higher Secondary School Certificate (H.S.C) Comilla Bangladesh**

**(2003-2004)**

**Diploma in Computer Science from World Information Technology (Dhaka Bangladesh)**

**2014**

* How to use a diary system
* Information and data handling
* Customer service
* Leadership and management

**Personal Profile**

Name : Mohammad Golam Kibria

Marital Status    :   Married

Nationality        :  Bangladeshi

Religion        :   Muslim

Date of Birth         :  21-08- 1985

CPR NO      :   850839645

Passport No : BM-222025

Passport Expire Date : 19-10-2019

**Language Known**

Arabic: Good

English: Very Good

Hindhi: Very Good

Bangla: Mother Tongue

Declaration

I hereby declare that all the information above said is true to the best of my knowledge.



 Mohammad Golam Kibria

 Date:10-09-2019