



ABDULLAH AL MAMUN

MERCHANDISER/MESSENGER /OFFICE ASSISTANT/DRIVER

Dedicated HR/Admin Assistant with Light Vehicle Manual License. Tech-savvy professional experienced in office management, seeking to utilize strong organizational, communication, and administrative skills to support team and contribute to company success in a dynamic work environment.

CONTACT

- +971 56 701 3738
- abud7676@gmail.com
- Umm ramool, Dubai
- Bangladeshi National
- /linkedin/in/abdullah-al-mamun

SKILLS

- Time management
- Team player
- Proficient in MS Office suite
- Electronic filing
- Quick learner

SOFTWARE

- Microsoft Office Suite
- Google Workspace
- Adobe Photoshop
- HRMS / Palm

LANGUAGES

- English
- Hindi / Urdu
- Arabic (Conversational)
- Bangla

DRIVING LICENSE

UAE Light Manual Vehicle (3)

Issue Date: 14/01/2024

Expire Date: 14/01/2026

PROFESSIONAL EXPERIENCE

HR AND ADMIN ASSISTANT – National Trading and Developing Ent LLC
April. 2021 – Present | Dubai, UAE

- Assisted with recruitment processes.
- Manage hard and digital records of employees, including visa stamps, Emirates IDs, contact information, and other relevant documentation.
- Provided support for day-to-day administrative tasks, managing phone calls, organizing files, scheduling appointments.
- Created and printing employee ID cards.
- Welcoming visitors, coordinating office supplies.
- Supporting colleagues in various task to ensure an efficient work environment.

COUNTER SALES – GRAND HYPER MINI MARTS
APRIL. 2016 – SEP. 2019 | MUAITHER, QATAR

- Provide excellent customer service by assisting customers with product inquiries, demonstrating product features, and addressing their needs.
- Process sales transactions accurately and efficiently, including handling cash, credit card transactions, or other payment methods.
- Maintain a visually appealing and organized sales area by arranging products, setting up displays, and ensuring that promotional materials are well presented.
- Address and resolve customer concerns, complaints, or returns in a professional and timely manner.
- Provide regular reports on sales performance, inventory levels, and customer feedback to management.

EDUCATION

MADAN MOHAN COLLEGE

HIGHER SECONDARY CERTIFICATE

2009 - 2012 | SYLHET, BANGLADESH