MUHAMMAD AFNAN KABIR TUSHAR
+971 52 914 3108
Aktibraham97@gmail.com
DUBAI UAE

Qualification

- HSC Business Studies 2010 - Moheshkhali College

- SSC Business Studies 2008 - Moheshkhali Model High School

LANGUAGES KNOWN

- Arabic
- English
- Bangla
- Urdu
- Hindi

Skills

- Windows and MS Office
- Hardware and software
- Oracle & SAP
- Outlook
- Workers Management
- Problem Solving
- Working in Friendly Environment

Personal Information

Date of Birth	21-04-1993
Nationality	Bangladesh
Gender	Male
Visa Status	Employment Visa

Career Objective

Looking to be acquainted with a good and well-establish organization that provides me with a challenging in the environment than enabling me to improve my skills chosen field and contribute substantially to the growth of organization as a team player.

Work Experience

Organization	**Emirates Plaza Hotel**
Designation	**Receptionist**
Duration	**1.5 Years**
Place	**Ajman, UAE**

Responsibilities

- Guest Check-In and Check-Out.
- Handling Inquiries and Providing Information.
- Managing Reservations and Room Assignments.
- Coordinating with Hotel Departments.

Organization	**Brac Bank Limited**
Designation	**Retail Banking Assistant**
Duration	**2 Years**
Place	**Bangladesh**

Responsibilities

- Delivered high-quality banking services by addressing customer inquiries, resolving issues, and promoting a positive customer experience.
- Promoted and sell bank products such as savings accounts, personal loans, credit cards, and fixed deposits to meet monthly sales targets.
- Processed daily financial transactions including deposits, withdrawals, fund transfers, and loan payments accurately and efficiently.

Organization	**Danish Refugee Council**
Designation	**Data Entry Operator**
Duration	**2.5 Years**
Place	**Bangladesh**

Responsibilities

- Update Data Entry & Management
- Regularly maintain Database & quality
- Prepare Report & Documentation
- Maintain Confidentiality while data handling
- Performed data entry and updated records accurately
- Maintained databases regularly to ensure data quality and integrity

Declaration:

I do hereby declare that the above mentioned details are true to the best of my knowledge.