



# Umme Habiba

## Customer Service & Sales

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

27th March 2023- 30 Sep 2023

Mark's and Spencer, Dubai Mall

**Sales Executive, Customer Service & Cashier**

Duty Section-

- In Man's Section & Lingerie Section
- Cash Counter

01 Oct - 30 Oct 2023

Amazon Warehouse

**Picker & Packer**

01 Nov - 30 Nov 2023

Mark's and Spencer, Dubai Festival City Mall

Duty Section-

- In Ladies Section

2018- 2019

**Marjia Model School & College, Dhaka, Bangladesh  
Accountant**

- Used to take care of my school's financial aspects.
- Managing database and work accordingly.

2020 - 2021

**SM ENTERPRISE-Dhaka, Bangladesh**

**Sales Assistant**

- Selling products and services using solid arguments to prospective customers
- Performing cost-benefit analyses of existing and potential customers

2021 - 2022

PAPA ZONE Resturent-Dhaka, Bangladesh

**Waitress**

- Providing excellent wait service to ensure satisfaction
- Taking customer orders and delivering food and beverages

2022

SOTOTA ENTERPRISE-Dhaka, Bangladesh

**Cashier**

- Collect cash, checks, and credit card payments from customers
- Make change accurately and efficiently
- Calculate customer bills through cash register ringing

## Contact

### Phone

+971523292861

### Email

jannatulrimibd@gmail.com

### Address

Dubai, United Arab Emirates

## Education

12 march 2023- current

**BBA in International Management**

Britts Imperial University College in  
Sharjah,UAE

**H.S.C in ARTS Department**

Narayanganj Govt. Mohila College,  
Dhaka

CGPA 2.75 out of 5

**S.S.C in Business Department**

Narayanganj Girls High School & College,  
Dhaka

CGPA 3.11 out of 5

## Expertise

- Accounts
- Cashier
- Sales
- Management
- Reception

## Language

English

Bangla

Hindi

## Reference

**Sameer Babu**

Lecturer, Britt's Imperial University College

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