Gulam Kibria

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40A Street, Al Rashidiya, Dubai

# PROFILE

Highly driven and committed with a solid academic background from CBSE studies. Has gained valuable work experience working as a monitor at a vehicle garage and as a cashier at a grocery shop. Devoted to providing excellent customer service, upholding smooth running of the operations and guaranteeing efficient business operations. Shows a readiness to adapt and grow in a professional environment. Eager to help and gain work experience and expand career.

# EDUCATION

**New Indian Model School | Dubai *2010-2023***

CLASS 11-12 CBSE

Subjects: Accountancy, Economics, Marketing, Business

Class 10 CBSE

Grade- B+

# WORK EXPERIENCE

**Al Noor Grocery | Al Dhaid, Sharjah *JAN-AUG 2021***

*Part- time Cashier*

* Assisted customers with purchases and provided customer service.
* Handled cash transaction efficiently.
* Ensured price accuracy and maintained organization.

**Al Butehi Auto Repairing Garage | Umm ramool,**

**Dubai *MAR-JUN 2022***

*Part-time Garage monitor*

* Monitored incoming and outgoing vehicles at the garage.
* Provided support to the garage staff. • Assisted customers with any complaints.

# SKILLS

**Languages:** English, Hindi, Bangla, Urdu

**Microsoft Office:** Proficient in Word, Excel and PowerPoint

**Skills:** Excellent customer service skills.

Able to handle cash transactions accurately. Good communication skills Basic computer skills. Adaptability and problem solving.

# HOBBIES & INTERESTS

**Sports:** Actively participated in football and badminton. Enjoys the competitive spirit.

**Writing:** Have an interest in expressing thoughts through writing and exploring different perspectives. Won in an Urdu poem competition held in school.

**Technology:** Have an interest in staying up to date with the latest trends in technology and enjoy experimenting with technology.