

+971 50 249 2473
hmshahnewaz1998@gmail.com
Naif Street, Deira, Dubai, United Arab
The New Town, Dhaka, Bangladesh



ABOUT ME

A passionate employee with a year of cashier role at the supermarket. I have experience selling cash or card products at the point of sale, purchasing new products, and updating in tradeasy software. Before closing, make a report of the sale and adjusting with patty cash. Any type of documents and data updating in software, Such as RSDMS, EVCS, Tradeasy, Point of Sale.

H M SHAH NEWAZ

EDUCATION

Diploma in Civil Engineering
Feni Polytechnic Institute
Feni, Bangladesh,
08/2012 to 01/2017

The diploma in civil engineering is a 4-years long program and it consisting of 8 semesters (each semester is 6 months). Two exams such as in-course and final exam held per semester conducted under. the Bangladesh Technical Education Board (BTEB).

Secondary School Certificate
Feni Alia Madrasah
Feni, Bangladesh
Passing Year: 2012

PROFESSIONAL SKILLS

- Leadership
- Technical proficiency
- Problem solving skills
- Team work
- Fast learner
- Time management
- Critical thinking
- Decision making

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Auto Cad (2D)
- Photoshop

LANGUAGE

- Bangla (Native)
- English (Professional)
- Hindi (Professional)
- Arabic (Reading, Writing)

WORK EXPERIENCES

Burj Alnoor Tourism LLC
Cashier cum Admin Assistant
Dubai, United Arab Emirates

- Manage company stuff and cash transaction
- Fulfill the sells target
- Coordinate with customers
- Keeping documents of transaction
- All types of document controlling.

Happy Bazar Supermarket LLC
Cashier cum supervisor
Dubai, United Arab Emirates. 10/2022 to 09/2023

- Processing cash and card selling with point-of-sale software
- Purchasing products and updating in tradeasy software
- Handling cash
- Making barcode for new products.
- Create new product in tradeasy software
- Updating grocery item price in weighing scale machine
- Daily sale and purchase report send to manager

Al Raboob Building Maintenance LLC
Civil Engineer
Dubai, United Arab Emirates. 04/2022 to 10/2023

- All types of maintenance (masonry, painting, plumbing, electrical, gypsum work, cleaning, etc.)
- Communication with client site engineer during the work.
- Planning and undertaking scheduled maintenance.
- Inspect sites regularly to identify problems and necessary maintenance.
- Employ, Supervise, and train workers.
- Comply with all health and safety regulations and practices on site.
- Oversee all repairs and ensure that work is completed on time.
- Manage company accounts.
- Maintaining Company Documents.

Local Government Engineering Department
Sub-Assistant Engineer
Project: Flood & Disaster Damage Rural Infrastructure Rehabilitation Project
Feni, Bangladesh. 08/2018 to 01/2022

- Supervise various project work bridges, roads, and other structures.
- Measure and estimate for new work or maintenance work (buildings, roads, culverts, bridges)
- Flexible pavement and rigid pavement roads work
- Update road and structure information in RSDMS software.