

CURRICULUM VITAE

RUBEL KHAN

Mobile : +971586881741

: +971522532730 (WhatsApp)

Email : rubel.ahmed7730@gmail.com

Bangladesh Passport No : EK0037452



Career Objective :

I look forward to work with an organization which offers a challenging opportunity to enhancing my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential

Educational Qualification :

- Passed 10th in Shariatpur Technical School & College

Technical Skill :

- Basic Knowledge of Computers : MS Office, Excel, Internet, Pos Machine

Professional Summary :

1. Company : **Al Eman Mandi Restaurant, DXB-UAE**
Designation : **Cashier**
2. Company : **Daily Mini Mart Supermarket, DXB-UAE**
Designation : **Customer Service Assistance**
4. Company : **Bkash Limited, Dhaka-Bangladesh**
Designation : **Compliance Officer**

Duties and responsibilities

- Assisted Customer's queries, resolved all problems faced and received all calls.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Skillfully manage wide range of office and sales support tasks, including accounts payable / accounts receivable and payroll processing.
- Run Company's errands to post office and office supply store.
- Schedule and coordinate meetings, appointments and travel arrangements for Managers.
- Maintain data entry, invoicing and inventory control.
- Maintained staff and hired employees accordingly to ensure uninterrupted work.
- Responsible for supervising the team and assisting the team leader with daily operations.
- Anticipate customer's needs and fulfill it to achieve maximum customer satisfaction.
- Maintain daily store record.
- Processed customer transactions accurately in handling cash

Personal Profile :

- Name : **Rubel Khan**
- Father's Name : **Mostofa Khan**
- Present Address : **International City, Morocco Cluster**
- Date of Birth : **06/06/1995**
- Passport no. : **EK0037452**
- Hobbies : **Traveling, Vlogging, Photography, Videography, Video Editing**
- Languages known : **English, Hindi, Arabic, Urdu, Bangla**
- Nationality : **Bangladesh**
- Martial Status : **Single**
- Salary Expected : **Negotiable**

Strengths :

- Excellent interpersonal and communication skills
- Multi- tasking abilities with proficiency in organizing and managing different task.
- Work with a positive attitude to contribute the healthy functioning of the organization.
- Self-Confident and Great Patience.
- Analyzing every angle of a project before working on it.
- Willingness to Learn.
- Adaptability to change environment.
- Cash Handling
- Excellent Typing Speed
- Honest & Trustworthy
- Good Public Relation Skills
- Hard Working Professional

Declaration :

I hereby declare that information given above is true the best of my knowledge.

RUBEL KHAN

