



Mohammad Saif Uddin Chowdhury

EXPERIENCE

May 2023 - Current

Public Relations Officer Target Interior Desing & Contracting Co. | Sharjah, UAE

- Purchase materials.
- Document controller.
- Site supervision.

To deal with UAE Government bodies/ministries for any requirements as needed for the company.

To represent the Company at various statutory bodies including Immigration department, Labor office, Health authorities, Chamber of Commerce, Municipality, Airport authorities, Electricity, Water authorities and Traffic office etc.

To process and complete new trade licenses and their relevant requirements.

To renew company's trade licenses in timely manners without causing any penalty/delay

Support as and when required for any public relations matters.

To maintain labor office categories and sufficient quota available for visa issuance.

To report to the senior management on the activities performed.

November 2022 - March 2023

Area Sales Executive Al Wasl Oasis General Trading Ilc. | Dubai, UAE

As a area sales person everyday had new challenge with new product, different people and different market places.

- DUBAI AL QUOZ INDUSTRIAL AREA.
- AL AIN INDUSTRIAL AREA.

September 2021 - September 2022

Supervisor Orange Supermarket | Sharjah, UAE

- Document Controller
- Inventory controller
- In charge of sales & purchase
- Database management
- DART POST
- Updating & keeping record of all products in Excel(including Accounting)

March 2021 - August 2021

Supervisor Hisi Auto Main. Workshop | Khorfakkan, UAE

- Purchase & Sale spare part of vechile.
- Maintain all the legal documents & work safely.
- Keep eyes on work & make sure all maintenance work done of vechile before handover to the customer.
- Work underpressure deliver the vechile on date.
- Accounting & maintain the timing of work.

📍 Sharjah, United Arab Emirates

📞 +971554332386

✉ saifuddin1391@gmail.com

SUMMARY

To be a part of an organization that will give me the opportunity to utility my interest and abilities with my excellent performance to any given taste according to the knowledge.

Self-motivated, capable of setting up useful priorities take instant decisions and apply them to meet given deadlines.

- VERY ENERGETIC
- FRIENDLY & POSITIVE MANNER
- ORIENTED & ORGANIZED
- EXTREMELY HARDWORKING
- MOTIVATED & ABLE TO WORK INDEPENDENTLY IN A TEAM
- ABILITY TO WORK ON OWN INITIATIVE & AS PART OF TEAM

SKILLS

- INVENTORY MANAGEMENT
- SALES & MARKETING
- COMMUNICATION
- QUICK LEARNER
- LANGUAGE
- DRIVING
- FOOD SAFETY & MANAGEMENT
- QUICK BOOK POINT OF SALE
- DART POST
- COMPUTER QUALIFICATION (BASIC)
- MICROSOFT OFFICE (WORD &

- EXCEL)
- TYPING
- DOCUMENT CONTROLLER
- PUBLIC RELATIONS OFFICER
- SUPERVISING
- FOOD & BEVERAGES
- PROCUREMENT
- ACCOUNTING
- DATABASE ADMINISTRATION
- STRATEGY
- RETAIL
- PROBLEM SOLVING
- CUSTOMER SERVICE
- TRAINING
- LEADERSHIP
- CASH CONTROLLING
- MERCHANDISING
- ELECTRICAL WIRING
- PLANNING
- INDOOR & OUTDOOR SALES
- SITE SUPERVISION

DRIVING LICENSE

- MANUAL 2018

CERTIFICATIONS

- FOOD SAFETY COURSES
UNDER SHARJAH
MUNICIPALITY 2020

LANGUAGES

Bengali: First Language

English: B2
■■■■■
Upper Intermediate

Arabic: B2
■■■■■
Upper Intermediate

Hindi: C2
■■■■■
Proficient

Urdu: C2
■■■■■
Proficient

February 2012 - February 2021

Supervisor Corniche Al Buhaira Supermarket | Sharjah, UAE
I'm enriched with 8 years of experience In customer service, retail sales and marketing.

During my career I had the opportunity to do the of operational activities as well as managing the daily tasks and supervising the team, deploying the procurement on daily basis as per the requirements team members to relevant tasks.

Furthermore, I make performance appraisal report on daily basis to grow the daily sales and revenue.

Moreover, I make the closing at the end of the day and depositing the cash to the company's account.

Other than that I follow the payment of the suppliers and ensure the timely payment.

Furthermore , I make reports of the fast moving items as well as keeping an eye on the expire products.

I have done food safety program under Sharjah City Municipality (Certificate)

Other relevant tasks includes the following

- Document Controller
- Inventory controller
- In charge of sales & purchase
- Database management
- Quick book Point of Sales
- Updating & keeping record of all products in Excel(including Accounting)

January 2010 - February 2012

Industrial Electrician Himasco International LLC. | Dubai, UAE
During my 2 years of experience i got expertise the following

- WORK AS A ELECTRICIAN IN ABB DUBAI. HV & LV PANNEL SECTION.
- WORK AS A ELECTRICIAN IN SEMAC JEBEL ALI. LV & PLC PANNEL SECTION.
- WORK AS A ELECTRICIAN IN DUBAI RTA METRO STATION.

EDUCATION

2009

Graduate | Commerce
Government City College, Chittagong

2007

High School Graduate | Commerce
Chittagong Govt. High School, Chittagong

PERSONAL INFORMATION

- **DATE OF BIRTH**

1st March 1991

- **NATIONALITY**

Bangladeshi

- **MARITAI STATUS**

Married

- **VISA STATUS**

Employment. Transferable (Own Visa)