



## MOHAMMED BADIUL ALAM

### PROFESSIONAL SUMMARY

SEEKING A CAREER IN GOOD ENVIRONMENT BY UTILIZING MY SKILLS AND CONTRIBUTE POSITIVELY TO PERSONAL GROWTH AS WELL AS GROWTH OF THE COMPANY. I WANT TO BE ENGAGED IN A GOOD POSITION AND UTILIZE MY EXPERIENCES OF AS A COMMI 1, WAITER, HELPER, ASSISTANT CHEF.

### WORK HISTORY

#### ❖ SALES – 2022 MARCH - UPTO PRESENT

ALSADAF ALFEDHI GROCERY STORE CO. AL NAHDA2

#### DUTIES & RESPONSIBILITIES:

- Greet and direct customers
- Provide accurate information (e.g., product features, pricing and after-sales services)
- Answer customers' questions about specific products/services
- Conduct price and feature comparisons to facilitate purchasing
- Cross-sell products
- Ensure racks are fully stocked
- Manage returns of merchandise
- Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times)
- Inform customers about discounts and special offers
- Provide customer feedback to the Store Manager
- Stay up-to-date with new products/services

#### ❖ OFFICE BOY – 2012 TO 2021

MADINA NATIONAL HOSPITAL SAUDI ARABIA

- Assisting the patient during their hospital visit
- Assisting the medical and paramedical staff in patient care
- Assisting the coordinators in their daily work
- Keeping the office premises clean
- Obtaining and dispatching reports from other departments (e.g., laboratory or CT scan etc.)
- Maintenance of inward and outward courier records
- Assisting in clerical jobs and other record maintenance
- Assisting in packaging of the drug samples/ biological samples as necessary.

### EDUCATION

METRIC BANGLADESH

### CONTACT

📍 AL BARSHA 1, DUBAI

☎ 056-8257058

✉ [mdbodiulalam706@gmail.com](mailto:mdbodiulalam706@gmail.com)

### SKILLS

- HARD WORKING
- ORGANIZATION
- COMMUNICATION STRATEGIES
- CLEANLINESS
- TIME MANAGEMENT
- PATIENCE
- HIGHLY ENERGETIC.
- ABLE TO COMPLETE TASKS ON TIME WITH MINIMAL SUPERVISION.

### LANGUAGES

- ENGLISH
- HINDI
- ARABIC
- BANGLA

### PERSONAL DETAILS

DATE OF BIRTH : 28-07-1979  
NATIONALITY : BANGLADESH  
PASSPORT DETAILS : A02092683  
VISA STATUS : RESIDENCE  
VISA EXPIRE : 09/03/2024

REFERENCE AVAILABLE UP ON REQUEST