

# Curriculum vitae

**MOHAMMAD YOUSUF**

E-mail: mohdy1991@gmail.com

Cell # +971555292464, 055 2310269 WhatsApp

Dubai, UAE



## **Objective :**

Drive and eager to work in a professional dynamic and growth oriented work environment where I can utilize my expertise and skills to benefit the organization.

## **Work Experience :**

- Worked as a “Green hills typing& Business Man Services”(June 2011 to June 2013)
- Worked as a “ Part Time In (Rashidiya Immigration Center”)
- Worked as a “ Modern Typing & Documents Clearing LLC ”
- Working as a White Art Maintenance and Decoration LLC,,
- Working as a Obaid Al Abdi Maintenance and Decoration LLC,,

## **Professional Experience 10 Years UAE :**

- Labour (Tasheel)and Immigration department.
- (UAE SMART FORM& GDRFA, EDNRD) department.
- Emirates ID department.
- Medical and Municipality health card department.
- Visa &Arabic letter type.
- eVISION, Insurance services & ded department.

## **Job Specifications:**

- “Handling customer relations efficiently,”
- “Fully responsible for the department excellence and dealing,”
- “Give training to lower staff regarding customer dealing,”
- “Satisfy customer need and gives solution,”

## **Education qualification:**

BA (HONOURS)from Chittagong government college& University (2012 )

### **Intermediate (HSC)**

Rangunia government college& University Chittagong (2008)

### **Matriculation (SSC)**

Zia- ul-ulum fazil (Degree) Madrasha (2006)

**Computer skills:**

1. Ms Word
2. Ms Excel
3. Ms Power Point
4. Ms Out Look
5. A+(hardware)
6. Adobe Photoshop
7. Adobe Illustrator
8. Hardware And Networking
9. Internet Browsing

**Duties And Responsibility:**

- “Able to build and maintain relationship with people at all level,”
- “Developing solutions and procedures to better customer service,”
- “Greeting the customer is clear and modulates voice,”
- “Appraising with cheerfully body language,”

**Personal details:**

|                |   |   |
|----------------|---|---|
| Date of birth  | : | 05 <sup>th</sup> March, 1991            |
| Nationality    | : | Bangladesh                              |
| Religion       | : | Muslim                                  |
| Sex            | : | Male                                    |
| Marital status | : | Single                                  |
| Visa status    | : | Employment                              |
| Language known | : | fluent English, Arabic, Urdu & Bengali. |

**Interests :**

Reading Books, Watching Movies, Playing Cricket& Listening music.

**Dear Sir:**

I certify that above information is true and correct to the best of my knowledge and ability. If given chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors.

**References:**

***Available on request***