



KAZI MOHAMMAD KAFIL UDDIN SHUVO

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Musaffah 26, Abu Dhabi



OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION

Secondary School Certificate

2015

Motijheel Govt Boys' High School

GPA 5.00

Higher School Certificate

2017

Dhaka Imperial College

GPA 4.50

Computer Office Course

2016

Target Computer System Training Center

Grade A

Diploma

2018

National Hotel & Tourism Training Institute

Grade FAIR

Course in Food & Beverage Production

2020

Dhaka Regency Hotel

Grade Fair

REFERENCE

Mohammad Arshad - Sharaf Exchange LLC

Branch In-charge

+971569010161

SKILLS

Communication

Microsoft office

Sales

Problem Solving

Sending money, Forex changing, Salary deposit and withdrawal

Decision making

EXPERIENCE

Reservation Executive

1st December, 2018 - 31st December, 2019

FNF Tourism Services

I worked there as a receptionist. There I handled customer with our visa processing, travel packages, family travel packages host. I tried to convince customer with our product facilities and benefits and also tried to gave them our best prices which was suitable for them.

Customer Services Executive (Acting Supervisor)

15th November, 2021 - Currently

Sharaf Exchange LLC

I'm working here as an 'Acting Supervisor' in here last 1 year. I do different types of activities here like sending money, forex changing, salary deposit, salary withdrawal. Here I'm getting another new experience.

Like hiw to handle customer patiently, how to convince them in many ways, how to keep good behaviour with them, how to overcome with their problems. Day by day I'm making myself experience of this work and giving the customer best service.

LANGUAGES

English

Hindi

Bengali