

CURRICULUM VITAE



MUHAMMED ARMAN HOSSAIN

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United Arab Emirates

E-mail: dac_ctg@outlook.com

Nationality: Bangladesh.

Date of Birth: 22/07/1994

Gender: Male

Marital Status: Unmarried

Visa Status: Residency Visa

LANGUAGES SPOKEN:

- English,
- Arabic
- Urdu
- Bangla
- Hindi

PROFILE:

Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning. Efficient and precise with commitment to finishing jobs quickly and accurately. Proven to work closely with co-workers for effective data management. Skilled in document digitization, office modernization and data organization for enhanced productivity.

EDUCATION:

- ❖ **Bachelors of Arts (Honours) in Journalism and Media,**
Middlesex University Dubai
09/2017 – 09/2020 Dubai, United Arab Emirates
- ❖ **Edexcel Advanced Levels (IGCSE),**
The British International School
09/2013 – 08/2015 Abu Dhabi, United Arab Emirates

PROFESSIONAL EXPERIENCE:

- **Data Entry Clerk, Yas Clinic** 01/2021 – 11/2022 Abu Dhabi, UAE
 - Registering assembly of people at various locations in Abu Dhabi for PCR tests and assisting the people on present COVID-19 precaution rules in place.
 - Completed data entry tasks with accuracy and efficiency.
 - Secured and protected data from unauthorized access by complying with security protocols.
 - National Screening - Abu Dhabi Emirate
 - F1 Grand Prix Abu Dhabi 2021
 - ADIHEX 2021
 - Abu Dhabi International Boat Show 2021
- **Sales Assistant, Emirates Industries** 07/2019 – 09/2019 Abu Dhabi, UAE
 - Fielded customer questions to share information about products, availability, and pricing.
 - Assisted customers with prompt and polite support in person and via telephone.
 - Helped customers locate products and checked store systems for merchandise at other sites.
 - Used consultative sales techniques to understand customer needs and recommend relevant products and services.

- **Sales Assistant, Threads** 07/2017 – 09/2017 Abu Dhabi, UAE
 - Fielded customer questions to share information about products, availability, and pricing.
 - Assisted customers with prompt and polite support in person and via telephone.
 - Helped customers locate products and checked store systems for merchandise at other sites.
 - Used consultative sales techniques to understand customer needs and recommend relevant products and services.
- **MRP Operations Clerk, Embassy of Bangladesh** 06/2013 – 04/2015 Abu Dhabi, UAE.
 - Responsible for data entry for passport holders' information, issuance of machine-readable passports, and consulting with applicants regarding their queries.
 - Scanned documents and saved in database to keep records of essential organizational information.
 - Completed data entry tasks with accuracy and efficiency.

SKILLS:

Proofreading, Communications, Customer Relations, Digital Photography, Critical Thinking

PASSPORT DETAILS:

Passport No : A04215301
Place of Issue : Bangladesh.
Date of Issue : 13/06/2022
Passport Expiry : 12/06/2032

DRIVING LICENSE:

License Type : Automatic Light Vehicle
License No : 2319352
Issue Date : 10-03-2016
Expiry Date : 03-03-2028
Place of Issue : Abu Dhabi

DECLARATION:

I hereby declare that the above particulars are true and correct in the best of my knowledge and belief.

MUHAMMED ARMAN HOSSAIN