

KAWSAR ALAM

Al Ain, Town Center, UAE. 050-2242018
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Kawsar6742@gmail.com



Several years of experience in national and international sector. Possess a Bachelor's degree with a focus in finance. Excellent relationship-building and communication skills. Seeking to conduct the role with my experience at this position.

EXPERIENCE

2023, MAY 24TH TO PRESENT

TYPIST, MEGHNA TYPING & PHOTOCOPY OFFICE, AL AIN-UAE

- Clearing all kinds of documents and provide consultation

2018 – 2021

QC INSPECTOR, TECHNOPANEL-ACP MANUFACTURING CO, SAUDI ARABIA

- Inspecting ACP during and after production and also responsible for raw materials receiving and checking,
- Preparing daily and monthly production reports through Microsoft Excel and reports to the management.

2017 – 2018

SALES REPRESENTATIVE, ROSE SWEETS, RIYADH, SAUDI ARABIA

2016 – 2017

HOTEL REPRESENTATIVE, HOTEL AGRABAD

- In charge of welcoming guests, handling check-in, check-out, and related activities.
- Handling different types of Currency and POS system.
- Provided a high level of guest service through a professional approach and friendly behavior.

EDUCATION

| DEGREE | GRADE | GROUP/MAJOR | INSTITUTION | PASSING YEAR |
|--------|-----------------------|---------------------|--|--------------|
| BBA | 3.06 (Out of 4.00) | FINANCE | SOUTHERN UNIVERSITY, CHITTAGONG | 2015 |
| HSC | 3.80 (Out of 5.00) | BUSINESS STUDIES | OMARGANI M.E.S COLLEGE, CHITTAGONG | 2010 |
| SSC | 3.31 (Out of 5.00) | SCIENCE | KADURKHIL UNITED MUSLIM HIGH SCHOOL, CHITTAGONG | 2008 |

SKILLS

- Sound knowledge in Microsoft Office (Excel, Word, PowerPoint)
- Proficient in computer operating and Internet exploring
- Advance report analysis
- Hard working and Punctual
- Solid communication skill
- Team Player

LINGUISTIC SKILLS

- English
- Hindi
- Bangla
- Arabic

ACTIVITIES

- Successfully prepared undergraduate Thesis report in General banking.
- Played a team member role while working at KFC.

PERSONAL DETAILS

Name : Mohammad Kawsar Alam
Date of Birth : 22/04/1991
Sex : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Jalil sow. Bari, Kadurkhil, Boalkhali, Chattogram

UAE Resident ID : 784199146389574 (Valid till 4th June 2025)
Visa Type : Employment (Transferable)

I hereby affirm that, all the information provided above is accurate.

MOHAMMAD KAWSAR ALAM