

IMRAN HOSSEN

AGE 21 YEARS



PROFILE

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

WORK EXPERIENCE

Retail Sales Assistant at **New BD Jewellery**,
Hamdan Street, In front of Umier bin Yousuf Mosque, Abu Dhabi, UAE.

(2021- Present)

Ensure high levels of customer satisfaction through excellent sales service.
Maintain outstanding store condition and visual merchandising standards.
Recommend and display items that match customer needs.
Keep up to date with product information.
Follow all companies policies and procedures.

Assistant Receptionist at **Pioneer Hospital & Diagnostic Center**, 2nd Floor, Ibrahim Chouhan Tower, Nowapara, Raozan, Chattogram-4340
(2020-2021)

Serves visitors by greeting, welcoming, and directing them appropriately.
Informs visitors by answering or referring inquiries.
Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

EDUCATION & CERTIFICATIONS

| | |
|-----------------|----------------------------|
| (2021-Till Now) | Bachelor of Social Science |
| (2019-2021) | HSC in Science |
| (2015-2017) | SSC in Science |
| (2012-2014) | JSC in General |

CONTACT



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SKILLS

In Impersonal:

Analytical mind,
Negotiation skills,
Ability to develop
Strong working relationships.

Business:

Commercial and business awareness, good communication skills.

Computer:

Microsoft office word, Excel, Power point, Net browsing.