

MOHAMMOD NASIM UDDIN



Personal Info:

Email:

nasimuddin73@gmail.com

Mob: +971 561438681

Skills:

Computer literacy have a sound knowledge on windows, MS Word, MS Excel, Powerpoint, Photoshop, Illustrator, Outlook and e-mail browsing.

Typing Speed: English per minutes 50 words.

Training Summary:

*Successfully completed a six-month long training on "Computer Basic Course" from the Technical Training Center, Chattogram, Bangladesh.

Languages:

Excellent speaking ability in English, Bengali and Hindi languages.

Personal Details:

Father's Name: Md. Nurul Alam

Mother's Name: Rokeya Begum

Present Address: JNP Signal,

Sharjah, UAE.

Date of Birth : 04/01/1994

Blood Group : O+

Marital Status : Single

Religion : Islam

To be a dynamic play maker by discharging entrusted jobs honestly & sincerely to achieve the desire goal of a reputed organization in congenial atmosphere. The aim is to acquire knowledge and gather experience by discharging greater responsibilities to manage all kinds of business matter facing challenge of time to build successfully career.

Work History

Warehouse Assistant – 2 Months Contractual

Al Saham Alsaree Used Auto Spare Parts LLC, Sharjah, UAE.

- Receiving and processing incoming stock and materials
- Picking and filling orders from stock
- Packing and shipping orders
- Managing, organising and retrieving stock in the warehouse
- Maintaining inventory records and eliminating damaged items
- Keeping the working area clean and safe

Administrative Assistant (2019-2022)

JMI Group, Bangladesh.

- Answer phones and greet visitors;
- Schedule appointments and maintain calendars;
- Schedule and coordinate meetings
- Prepare communications such as memos, emails, invoice, reports and other correspondence;
- Write and edit communications, from letters to reports and instructional documents;
- Create and maintain filing systems both electronic and physical
- Manage accounts and perform bookkeeping.

Administrative and Data Entry Assistant (2016-2018)

University of Chittagong, Bangladesh.

- An Administrative Assistant and Data Entry performs a number of administrative tasks, they support the office, supervisors and management by taking charge of the duties assigned to them like-creating database, word processing, creating excel sheets, adobe photoshop, presentations, filing.

Education Qualification

Masters of Business Administration (MBA)

Management

Govt. Commerce College, Chattogram, Bangladesh.

National University

Passport Information

Passport Number : A06739033

Date of Issue : 25 – 01 – 2023

Date of Expiry : 24 – 01 – 2033

Nationality : Bangladesh

Visa Status : Employment

Visa Issue : Dubai, UAE.

Mohammod Nasim Uddin