



Rabiul Hossen

📍 **Work** : 2no sanaiya, Al Ain, Abu Dhabi, UAE

📍 **Home** : Betagi, Rangunia, Chandar bari, 4348, Chittagong, Bangladesh

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Date of birth: 22 Sep 1996 **Nationality**: Bangladeshi

EDUCATION AND TRAINING

[2015 – 2019]

Bachelor of Business Administration (B.B.A)

National University www.nu.ac.bd

Address: Gazipur, Bangladesh, Dhaka, Bangladesh

[2012 – 2014]

Higher Secondary Certificate (HSC)

Imam Gajjali Degree College

Address: Chittagong, Bangladesh

[2006 – 2012]

Secondary School Certificate (SSC)

Kaukhali Anowara Begum High School

Address: Chittagong, Bangladesh

WORK EXPERIENCE

[27 Dec 2021 – Current]

Sales person & Accountant (indoor)

Al Tilaa Al Masi Decoration EST.(Building material)

City: Al Ain

Country: United Arab Emirates

Key Responsibilities:

- ❖ Communicating with customers, making outbound calls to potential customers and following up on leads.
- ❖ Greeting customers and offering assistance.
- ❖ Answering customer questions and concerns.
- ❖ Providing customers with detailed product information and recommendations.
- ❖ Totalling purchases and processing cash, check, and credit card payments.
- ❖ Processing exchanges, returns, and refunds according to company policies.
- ❖ Understanding customers' needs and identifying sales opportunities.
- ❖ Keeping up with product and service information and updates.
- ❖ Creating and maintaining a database of current and potential customers.
- ❖ Explaining and demonstrating features of products and services.
- ❖ Staying informed about competing products and services.
- ❖ Manage all accounting transactions
- ❖ Publish financial statements in time
- ❖ Handle monthly, quarterly and annual closings
- ❖ Reconcile accounts payable and receivable
- ❖ Ensure timely bank payments
- ❖ Manage balance sheets and profit/loss statements
- ❖ Audit financial transactions and documents
- ❖ Reinforce financial data confidentiality and conduct database backups when necessary

[01 July 2021–13 Nov 21]

Medical promotion officer

Opsonin Pharma LTD

City: Chottogram, Bangladesh

Key Responsibilities:

- ❖ Generate prescription from doctors.
- ❖ Collect orders from chemist shops for achieving the sales target.
- ❖ Increasing sales month by month.
- ❖ Monitoring whole territory.
- ❖ Credit handling in territory
- ❖ Reporting to area manager.

LANGUAGE SKILLS

Mother tongue(s): Bengali

Other language(s):

English

SPEAKING, READING, WRITING

Hindi and Urdu

SPEAKING

ARABIC

SPEAKING

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Zoom | E-mail and Social Media

OTHER SKILLS

Self-skills

1. Business acumen.
 2. strategic prospecting.
 3. Relationship building.
 4. Active listening.
 5. Effective communication.
 6. Negotiation skills.
 7. Project management.
 8. Detail-oriented.
 9. Flexibility.
 10. Time Management.
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