



SUMAN MIA

CONTACT ME

Job intention: Office Assistant, Sales and Marketing, Reception

Email : sumanmia243@gmail.com

Phone: +971564979262

Address: Deira ,Dubai, UAE

SUMMARY

Hello, I' m a 25-year-old Bangladeshi citizen, currently residing in Dubai. I have a diverse work experience in various positions, including sales representative, sales manager, admin and accounts officer, and factory manager in several companies. This diverse work experience has allowed me to develop strong professional skills and an ability to adapt to different work environments.

Being fluent in Multiple languages, I possess strong communication skills that enable me to effectively communicate with colleagues and clients from diverse backgrounds. My professional traits of being hardworking, loyal, faithful, passionate, and a quick learner have always contributed to my career growth.

Apart from my work, I enjoy playing cricket, football, and singing during my leisure time. My career goal is to secure a challenging position in a reputable organization where I can utilize my skills and experiences to contribute to the growth of the company while advancing my personal career. Thank you for considering my profile.

EDUCATION

BANGLADESH OPEN UNIVERSITY | DHAKA, BANGLADESH

BACHELOR OF SOCIAL SCIENCE

GRADUATED

2016-2019

MAJHAR UDDIN TECHNICAL AND BUSINESS MANAGEMENT COLLEGE | BARGUNA, BANGLADESH

HIGHER SECONDARY CERTIFICATE (HSC) IN BUSINESS MANAGEMENT

GRADUATED

2012-2014

EXPERIENCE

FUL-KOLY BISCUITS INDUSTRIES LTD. | DHAKA, BANGALDESH

SALES MANAGER

2017.04-2019.01

Led the team; Achieved company target; Took orders from distributors; Ensured the highest sales than other territories.

AR TRADE INTERNATIONAL | DHAKA, BANGALDESH

ADMIN AND ACCOUNTS MANAGER

2019.03-2021.12

Follow-up accounts section; Manage Accounts and Supply chain; Make good bonding between the company and clients; Make salary data for employer and worker.

GNAR AGRO FOOD AND BEVERAGE | DHAKA, BANGALDESH

FACTORY MANAGER

2022.01-2023.03

Manage workers and staff; Ensure the best quality goods; Increase production capability.

ATOMIC PROPERTIES | DUBAI, UAE

REAL ESTATE BROKER/ TELE CALLER

2023.05-NOW

SPECIAL SKILLS

*Language skills: Native Bangla, Advance English, Fluent Hindi,Urdu, And Basic Arabic

*Comuter skill: Knowledge of Microsoft Word, Excell, Powerpoint, Internet Browsing etc.

*Others skill: Driving, Digital Marketing, Blockchain, etc.

PROFESSIONAL & SKILLS

Problem Solving	<div><div></div></div>
Creative	<div><div></div></div>
Leadership	<div><div></div></div>
Teamwork	<div><div></div></div>
Confident	<div><div></div></div>
Communication	<div><div></div></div>
Time management	<div><div></div></div>

REFERENCE

MD BATEN TALUKDER

Managing director at AR Trade International

GNAR Agro Food and Beverage

+8801718214726

MD:TAWHIDULLAH DIPU

Regional Sales Manager

Ful-koly Biscuits Industries Ltd.

+8801609-788375