

Curriculum Vitae



Name : **Imran Hossen**
Pres. Address : Damas Building, Hamdan Street, Abu Dhabi, UAE.
Mobile : +971504854476
Email : **imranhossen78656@gmail.com**

Career Objective:

I would like to visualize myself to be a part of an organization where sincerity, teamwork and creativity gets the highest priority and I urge and attempt for a concept of constructive development, that will help me to enhance in various field. Seeking a challenging position in reputable Company to expand and utilize my learning, skills & knowledge. Flexible to in any environment as required.

Special Qualification:

Excellent Computer literacy in basic & business applications such as Ms. Word, Excel, Power point, Hardware, Software & Internet Browsing.

Total Years of Experience: 3.1 Years

1. **Retail Sales Assistant**(Dec, 2021-Til Now)

New BD Jewellery,
Hamdan Street, Abu Dhabi, United Arab Emirates.

Responsibility:

- Ensure high levels of customer satisfaction through excellent sales service.
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store & Ascertain customers' needs and wants
- Recommend and display items that match customer needs & Accurately describe product features and benefits.
- Welcome and greet customers & Manage point-of-sale processes.
- Keep up to date with product information & Follow all company policies and procedures.

2. **Customer Service Representative**(Jun, 2020-Nov,2021)

Pioneer Hospital & Diagnostic Center,
2nd Floor, Ibrahim Chouhan Tower, Nowapara, Raozan, Chattogram-4340

Responsibility:

- Interact with customers to address their concerns, answer their questions and assist them with their needs.
- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Attract customers by promoting products & services of the company.
- Refer issues and questions to manager if necessary.
- Prepare product and customer reports by gathering data collected during customer interactions.
- Contributes to team effort by accomplishing related results as needed.

Academic Qualification:

Exam Title	Concentration/ Major	Institute	Result/Division	Passing Year
Under Graduate	Bachelor of Social Science	Rangunia College	Appeared	2023
HSC	Science	South Rangunia Padua Degree College.	2nd	2021
SSC	Science	Harihar High School.	1st	2017
JSC	General	Harihar High School.	1st	2014

Training Summary:

Training Title	Topic	Institute	Location	Year	Duration
Reception Management	Office & Reception Management	Smart Choice Global Education Investment	1201, Jollibee building, Hamdan Street, Abu Dhabi, UAE	2023	4 Months
Microsoft Office Management	Microsoft Office Word, Excel, Powerpoint, Hardware & Web Browsing	Azim Computer Academy	Haji Danu Miya Market, Padua, Rangunia, Chattogram	2017	3 Months

Career & Application Information:

Looking For :Mid Level Job.
 Available For :Full Time.
 Preferred Job Category :Gov./Semi Govt./ Non Govt./Autonomous

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla(Mother Tongue)	Excellent	Excellent	Excellent
English	Excellent	Excellent	Medium
Arabic	Excellent	Medium	Excellent
Hindi	Medium	Medium	Excellent

Personal Details:

Father's Name :Islam Ahammed
 Mother's Name :Jannatul Ferdoush
 Date of Birth :05th Nov, 2001
 Nationality :Bangladeshi by Birth
 Religion :Islam
 Blood Group :O⁺^{ve}
 Permanent Address :House of Ajitour Rahman, Harihar Purba Para, Uttar Padua, Rangunia, Chattogram

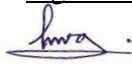
Reference:**Reference-01**

Name :Eng. Md. Abdul Mannan
 Organization:Nobarun Prokawsholi
 Designation :Project Engineer
 Address :2nd Floor, Alif Biponi Center, Andorkilla, Chattogram.
 Mobile :+8801839164547
 Relation :Professional

Reference-02

Name :Rizza tayag
 Organization :FAB Bank
 Designation :Communication Assistant
 Address :1201, Jollibee building, Hamdan Street, Abu Dhabi, UAE
 Mobile :+971558865092
 Relation :Professional

I am undersigned, hereby declare that I will be responsible for any wrong information provided here.

Signature

Imran Hossen.