



## MOHAMMAD YASIN

Email: [myasin201985@gmail.com](mailto:myasin201985@gmail.com)

Mobile : +971 52 8840562

### Languages Known:

English

Bangali

Hindi

### Passport Details

Passport No. : EE0053107

Date of Expiry : 28/09/2024

Visa Status : Employment  
(Freelance Visa)

### Career Profile :

To look for a suitable position in a progressive organization, where I can use my abilities and hard work towards the achievement of company objectives. I can assume any kind of challenging assignment and try to accomplish it with serious effort, competence and honesty.

### Work Experience :

- ❖ 10 years of experience in **Saad Exchange** as a Remittance Operation, customer service, cashier.

#### Duties

1. Ensuring transaction are completed in an efficient manner with a high level of accuracy.
2. Follow compliance procedure, company policies and abides by all health and safety guidelines as per company standards.
3. Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.

### Personal Details :

Date of birth : 01/03/1980  
Gender : Male  
Nationality : Bangladeshi  
Marital status : Married

### Academic Qualification :

- ❖ S.S.C. (Secondary School Certificate)  
Group – Humanities from Comilla Board, Bangladesh in 1995 in the place of First Division
- ❖ H.S.C. (Higher Secondary School Certificate)  
Group – Commerce from Chittagong Board, Bangladesh in 1997 in the place of Second Division.
- ❖ B. Com (Bachelor of Commerce)  
From National University, Bangladesh in 1999 in the place of Second Class
- ❖ Computer Literacy  
Office Management Course Completed.

### Personal Skills :

- ❖ Strong interpersonal and communication skills.
- ❖ Very good team managing skills and team working.
- ❖ Able to work under pressure and meet deadlines.
- ❖ Hard working, efficient, proficient, deal effectively with conflicts.

### Declaration :

I hereby declare that all the details mentioned above are true and benefited to the best of my knowledge and belief. I hope the above details will meet with your requirements and you will give due consideration to me.

**MOHAMMAD YASIN**