





MD ABUL KALAM AZAD

Applied for any Suitable Position

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Great communicator and leader with a strong determination to finish my job within schedule.

CONTACT

 | +971 56 755 3255

 | bsl.azad@gmail.com

 | **Bur Dubai , Al Mankhool Street,
Dubai, UAE**

EDUCATION

Bachelor of Social Science

National University of Bangladesh
(Passed Year - 1998)
Dhaka, Bangladesh

SKILLS

- Organized
- Communication
- Teamwork
- Meeting deadlines
- Critical thinking
- Attention to Detail
- Building Customer Loyalty
- Hard working
- Active Listening Skills

EXPERIENCE

FRONT OFFICE

25/12/2022 - 25/07/2024

LOTUS furnished Hotel apartment, Ajman, UAE

- Greet all guests and assist them with check-in and check-out.
- Maintain a positive attitude and friendly demeanor.
- Respond to all guest questions and requests.
- Answer and forward phone calls.
- Manage guest bookings and reservations
- Keep a tidy and orderly workspace.
- Assist with administrative and clerical tasks as needed.

Cashier (RTA Bus Station & MSCP)

25/12/2018 - 15/09/2020

Transguard group - Dubai, UAE

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- WIssue receipts, refunds, change or tickets
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the site
- Track transactions on balance sheets
- Provides a positive customer experience with fair, friendly, and courteous service.

Cashier (RTA MSCP)

15/02/2012 - 20/12/2018

Group4 Securicor- Dubai, UAE

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Provides pricing information by answering questions.
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.

PERSONAL DETAILS

Nationality : Bangladesh
Date of Birth : 27-12-1979
Gender : Male
Marital Status: Married

PASSPORT DETAILS

Passport No. : B0063047
Date of issue : 21/07/2022
Date of expiry : 20/07/2027

HOBBIES

- Playing Football
- Listening Music
- Swimming
- Social Work

REFERENCE

Abdul Razzak - "RTA (Dubai)"
S. Supervisor
+971 55 600 6156
Hazi Quadi - "RTA (Dubai) "
S.Supervisor
+971 55 600 5067

Security officer

20/06/2005 - 10/02/2012

Group4 Securicor- Dubai, UAE

- To meet and greet customers.
- Maintain the health and safety environment.
- Help in attending customers in filling up forms and queries.
- Be vigilant at all times while on duty.
- Keep the records and documents updated as per the requirement of the clients and company.
- Responsible for patrolling and keeping the records of all security incident
- Controlling the movement who is coming and going.
- Monitoring the CCTV

CERTIFICATIONS

FIRE FIGHTING COURSE

- Fire & Emergency Response Training Al Barashi Quality & Safery Consultants in Sharjah,UAE. - 2006

SIRA

- Dubai Police Academy, Dubai, UAE - 2016

CASH AND VALUABLES IN TRANSIT COURSE (CVIT)

- Emirates Group Security,Center of aviation & Security Studies in Dubai, UAE - 2017

LANGUAGES

- English
- Hindi
- Bengali (Native)
- Arabic (Basic)

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

MD ABUL KALAM AZAD