

MUHAMMED ARMAN HOSSAIN

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SUMMARY

Motivated professional offering proficiency in data entry and strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning. Efficient and precise with a commitment to finishing jobs quickly and accurately. Proven to work closely with co-workers for effective data management.

WORK EXPERIENCE

Freelancer Typist, Freelancer

Jun 2023 - Present

- Preparing visa applications for multiple countries
- Handling related documentation tasks
- Working on contracts remotely with typing centres all over the UAE

Data Entry Clerk cum Operations Assistant, Yas Clinic

Jan 2021 - Nov 2022

- Efficiently registered and organized PCR test assemblies in Abu Dhabi
- Maintained meticulous daily records of supplies used and tests conducted

Sales Assistant, Dulsco

Jul 2017 - Sep 2019

- Responded to customer inquiries about products, availability, and pricing
- Provided assistance and support to customers in person and over the phone
- Utilized consultative sales approaches to understand customer requirements and suggest suitable products and services

MRP Operations Assistant, Embassy of Bangladesh in Abu Dhabi

Jun 2013 - Apr 2015

- Efficiently handled large volumes of data to facilitate the passport issuance process.
- Ensured accuracy and adherence to strict data entry standards.
- Assisted in expediting passport processing, enhancing overall efficiency in the Embassy's MRP operations.

EDUCATION

BA (Hons) in Journalism and Media

Sep 2016 - Sep 2020

Middlesex University Dubai

Edexcel A Levels

Sep 2013 - Aug 2015

The British International School Abu Dhabi

ADDITIONAL INFORMATION

Technical Skills: Communication Skills, Time Management, Critical Thinking, Analytical Thinking, Conflict Resolution, Time Management, Cultural Awareness, Photoshop, Premiere Pro

Languages: English, Arabic, Bengali, Hindi, Urdu