

MUHAMMAD ABDUL MONAF

Profile

Hello There, I am Mohammad Abdul Monaf from Bangladesh. My key points are strong organizational skills, honesty, and the ability to work well. My working career started as a digital marketer, sales executive, and customer service provider. I am a quick learner and ready to take challenges in any type of job as a career.

EDUCATION

Chittagong University

Master of Arts (**Attested Certificate**)

2018-2019

CGPA-3.13 out of 4.00

Chittagong University

Bachelor of Arts (**Attested Certificate**)

2014-2017

CGPA-3.00 out of 4.00

Nazirhat College

Higher Secondary Certificate (**Attested Certificate**)

2011-2012

GPA-4.30 out of 5.00

Background Humanities

Katirhat High School

Secondary School Certificate (**Attested Certificate**)

2006-2010

GPA-4.13 out of 5.00

Background Humanities

LANGUAGE

- English (Good)
- Hindi (Good)
- Bengali (native)

EXPERTISE

- Office Management
- XPRES POS
- Accountant
- Networking
- Digital Marketing
- Online Sales
- Google Analytics
- eCommerce
- Customer Support
- Market Analysis

CONTACT



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EXPERIENCE

Sales Executive - Hasaad Organics Foodstuff, Kawaneej 2, Dubai, UAE March 2024 - Sep 2024

Supervising daily sales and marketing activities, delivering exceptional customer service by understanding client needs, and demonstrating proficiency in using Xpres POS software to streamline sales processes, manage inventory, and generate detailed sales reports.

eCommerce Specialist - Fiverr 2019 - 2023

I've orchestrated online success stories by optimizing websites to dominate search rankings, increasing organic traffic, and implementing strategic marketing campaigns.

- Fiverr is a popular online marketplace where I have completed more than 1000 e-commerce and SEO projects since 2019.

PROFESSIONAL COURSES

Interactive and Spoken English Course

Speaker's Council, Chittagong, 2017

Microsoft Office Management & Internet Browsing

Juba Kallayan Training Complex, 2015

REFERENCE

MUHAMMED ZONAYET ABBAS

Customer Service Executive

Joyalukkas Exchange

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