



# Kazi Mohammad Masum Billah

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.



## Personal Information

**Date of birth:** 01/08/1997 **Nationality:** Bangladeshi

**Address:** Abu Dhabi, United Arab Emirates **Phone number:** +971-508192667

**Email address:** masum3312@gmail.com **Visa:** Employment Visa



## Work Experience

### Accounts Officer Al Falahi Cars-Sole

02/2022 AL AIN, UNITED ARAB EMIRATES

### Assistant Relationship Office Dutch-Bangla Bank limited

2019 – 2021 BANGLADESH

### Assistant Manager (Sales Department) Tuhin enterprise limited

01/2018 – 12/2018 BANGLADESH

### QA, SA & TOC (Pat Coordinator in Robi Axiata Ltd.) Dynamic Resources Ltd. Service of E.co Company Ltd..

01/2016 – 12/2017 BANGLADESH

### Pat Coordinator in Robi Axiata Ltd. Enroute International Ltd. Service of E.co Company Ltd.

06/2015 – 12/2015 BANGLADESH

### Pat coordinator in Robi Axiata Ltd. Taurus international limited. Service of E.co Company Ltd.

02/2016 – 12/2016 BANGLADESH

### Sub. Assistant Engineer. (Telecommunication) Gpi Asia Tel Company Ltd

05/2014 – 12/2014 BANGLADESH



## Job Responsibilities

- Talking to owners with a view to leasing or selling their property
- Regular contact with owners regarding the leasing or selling process
- Handling enquiries from owners and prospective tenants/buyers
- Registering new landlords/sellers from both cold calling and new enquiries
- Conducting viewing appointments, registering clients and sending suitable properties
- Letting/Sale of properties, meeting with prospective applicants and processing of all resulting paperwork
- Negotiating Sales, Rentals and Renewals
- Agreeing Rental and Sales Deals
- Drawing up Rental and Sales Contracts and paperwork



## Trainings

- Basic on Welding and Fabrication (Jan'13-Jun'13).
- Basic on Electronics ( Jul'10-Dec'10).
- Computer Application ( Jul'09-Dec'09)



## Education

**B.Sc. in Electrical and Electronic Engineering.**  
**CCN University of Science & Technology**  
BANGLADESH

**Diploma Engineer in Electronics**  
**CCN Polytechnic Institute**  
BANGLADESH



## Languages & Computer

English

Bangali

Hindi

MS-Office/Word/Excel



## Strengths

Working under pressure

Managing

Teamwork

Accuracy