



Personal Info

- Nationality: Bangladesh
- BOD: 21, October, 1998
- Gender: Male
- Marital Status: Single
- Language: English, Bengali, Hindi

Contacts

📍 Al-Karama, Dubai, UAE
☎ +971547385739
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Skills

- MS office
- Digital Marketing
- Cyber Security
- Graphics Design
- AI Management
- Team Leadership & Team Work

References

Aazad Waf

Lead Software Engineer
Logiqbits Limited
☎ +8801771164617

Certificates

- Certificate of Attendance on food safety awareness

SAYED AHMED ANIK

I am skilled at working independently or with a team, fostering professional relationships based on respect and trust. I thrive under pressure, am adaptable, a quick learner, and eager to embrace new challenges.

Work experience-UAE

KHIAL EXPRESS TRANSPORT LLC, DUBAI

FULL-TIME

Office Administrator cum Accountant
September 2024 - Present

- As an Office Administrator at Khial Express Transport LLC, I optimized daily operations, streamlined scheduling, and ensured seamless communication across full team.
- I also managed the company's accounts, including invoicing, payroll, vats, and financial reports, ensuring accuracy and timely payments.

SILVER SMITH DOCUMENTS CLEARING SERVICES, DUBAI

FULL-TIME

Consultant
June 2024 - August 2024

- Offered expert consultation and created strategies to improve client satisfaction.
- Managed marketing campaigns, increasing brand visibility and client engagement.

SUNTON WEB DESIGN, DUBAI

FULL-TIME

Customer Service
April 2024 - June 2024

- Handled customer inquiries and resolved issues at Sunton Web Design.
- Improved communication processes to boost service efficiency and client satisfaction.

LOGIQBITS LIMITED

EXECUTIVE

Business Development Executive
July 2023 - Present

- Possess excellent communication and interpersonal skills, as well as a passion for success.
- Business Development Executive with expertise in digital marketing on email, Facebook, and Instagram, using creative strategies to boost brand visibility in Dubai and increase revenue.

Education

- Diploma in Cyber Security from ARENA WEB SECURITY : 2024 - Present
- Bachelor of Tourism and Hospitality Management (BBA) : 2018 -
- Higher Secondary Certificate (H.S.C) from Comilla Board in 2017.