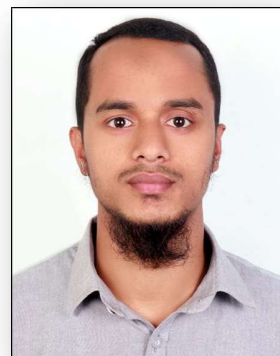


AMRAN HOSSAIN

Mobile No: +971 509687726

Email ID: amranhossain19962223@gmail.com

Al Ain, United Arab Emirates



CAREER OBJECTIVES

Gain experience and exposure to the Dynamic environment of the well organization to *continually expand my abilities* and face new challenges with the view of learning and developing.

PERSONAL DETAIL:

Name	:	Amran hossain
Father Name	:	Habibur rahman
Date of Birth	:	09-01-1996
Sex	:	Male
Religion	:	Islam
Nationality	:	Bangladesh
Marital Status	:	Single
Languages	:	English, and Hindi

EDUCATION AND COURSE:

- Matric – 10th standard
- HSC – Higher Secondary Certificate
- Degree – Bachelor of business studies

PASSPORT DETAILS

Passport No	:	A13316029
Date of issue	:	04-12-2023
Date of expiry	:	03-12-2033
Visa Status	:	Employment Visa

WORK EXPERIENCE:

- Worked as a Office boy in Bangladesh
Experience: 1 Years' experience

SELF APPRAISAL:

- Familiar with Word, Excel, PowerPoint, Outlook, and Access.
- Skilled in creating and formatting professional documents in Word.
- Experience in data entry, manipulation, and analysis using Excel, including formulas, functions, and pivot tables.
- Proficient in managing calendars, scheduling meetings, and organizing emails in Outlook.
- Experience with Access for creating and managing databases.
- Ability to prioritize tasks and meet deadlines using MS Office tools.
- Utilizes MS Office applications to streamline workflows and improve efficiency.

DECLARATION

I hereby declare that the above information is true to best of my knowledge and belief. In the event of being selected, I assure that I will do my duties with honesty to the entire satisfaction of all concerned

AMRAN HOSSAIN