



## AMRAN HOSSAIN

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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 – 10<sup>th</sup> 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**