



OMAR GONI TUHIN

- OFFICE SUPPORT EXECUTIVE
- CUSTOMER SERVICE
- ADMIN OPERATIONS

CAREER OBJECTIVE

Motivated and detail-oriented BBA graduate with hands-on experience in front desk operations, customer service, cashiering, and documentation. Seeking a challenging position in administration or office management where I can contribute my skills and grow professionally.

CONTACT



Omargonituhinctg@gmail.com



+971 58 254 9655



Sharjah, UAE

EDUCATION

- **Chittagong Cantonment Public College**
Bachelor in Business Administration
CGPA 3.11 out of 4.00
Major Finance
2016 to 2022

LANGUAGES

- * Bengali – Native
- * English
- * Hindi – Specking only

WORK EXPERIENCE

Front Desk & Document Controller

Al Nur General Engineering Works, 2023 - Now

- * Managing front desk operations and visitor coordination
- * Handling document control, filing systems, and correspondence
- * Assisting clients with inquiries and support services

Cashier

Wajedia Super Shop, 2021 - 2023

- * Processed daily transactions efficiently and accurately
- * Maintained customer satisfaction through effective service
- * Assisted in inventory tracking and daily reports

Training & Voluntary Experience

- * Red Crescent Youth Volunteer
- * Bangladesh National Cadet Corps (BNCC) Cadet
- * Participated in first-aid training, disaster preparedness, and leadership workshops

Skills

- * Office Administration & Documentation
- * Customer Service & Communication
- * MS Office (Word, Excel)
- * Front Desk Management
- * Time Management & Teamwork