



RESUME OF MOSHIN AHMED

WORK EXPERIENCE

- Bangladesh Islami Bank Agent Banking Outlet-114/3**
Address : Rajnagar, Moulvibazar, Bangladesh.
Position : Officer (Cash)
Duties/Responsibilities :
 - Cash management.
 - Customer service.
 - Open and close accounts.
 - Handle customer complaints and requests.
 - Maintaining records etc.**Period** : January 2018 – May 2019
- Al Zain Foodstuff LLC**
Address : AlBustan, Ajman, UAE
Position : Cashier and Accountant
Duties/Responsibilities :
 - Cash handling.
 - Issue receipts, refunds and discounts.
 - Account maintaining in computer.
 - Customer service.
 - Maintaining cash etc.**Period** : August 2019 – November 2022
- Jabel AL Noor AL Arabia Tailoring**
Address : Al Jurf, Ajman, UAE
Position : Cashier and Accountant
Duties/Responsibilities :
 - Cash handling.
 - Issue receipts, refunds and discounts.
 - Customers database in computer.
 - Account maintaining in computer.
 - Customer service.
 - Checking statements.
 - Maintaining cash etc.**Period** : December 2022 – February 2025

EDUCATION

- **Bachelor of Business Administration (BBA)**
Institute : National University of Bangladesh.
Major : Management
Graduation Year : 2017

CERTIFICATES

- **Computer in Basic Course** from Department of Youth Development, Moulvibazar, Sylhet, Bangladesh.
➤ **Computer in Graphics Course** from Bangladesh Computer College, Moulvibazar, Sylhet, Bangladesh.

DECLARATION

I hereby declare that the information and facts stated above are true to the best of my knowledge and belief.

Moshin Ahmed

PROFILE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family and the opportunity to help the company advance efficiently and productively.

CONTACT

Mobile : +971547502097

Email : mohsinrajnagar@gmail.com

PASSPORT INFORMATION

Passport No : A12460092

Nationality : Bangladeshi

Issuing Date : 30 OCT 2023

Expiry Date : 29 OCT 2033

UAE VISA INFORMATION

Emirates ID No. : 784-1994-2805086-0

Issuing Date : 14-02-2025

Expiry Date : 13-02-2027

PERSONAL INFORMATION

Gender : Male

Date of Birth : 25 SEP 1994

Religion : Islam

LANGUAGE

Bangla : Native Language

English : Intermediate

Hindi : Fluent

Arabic : Intermediate

COMPUTER SKILLS

MS Word : Expert

MS Excel : Expert

MS Access : Expert

MS PowerPoint : Expert

Adobe Photoshop : Expert

Adobe Illustrator : Medium

Internet Browsing : Expert