



MD MAHMUDUL HOQUE

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Abu Dhabi, UAE

SKILLS

- ❖ Word
- ❖ Excel
- ❖ E-mail
- ❖ Photoshop
- ❖ Arabic typing
- ❖ Good communication
- ❖ Time management
- ❖ Hard work

EDUCATION

Graduation B.A (pass),
National University Bangladesh

LANGUAGE

- ❖ English
- ❖ Hindi
- ❖ Bangla

CAREER OBJECTIVE

I wish to attain suitable position in an esteemed organization and wish to use all constructive abilities and desirous to make my career by enhancing my quality of work as demand to achieve the desired result. I sincerely believe in maintaining a peaceful, friendly and respectable atmosphere at my place.

WORK EXPERIENCE

- ❖ Presently working as a “Receptionist” with EMIRATES INSURANCE in Abu Dhabi, UAE from February-2023 to till date.
- ❖ Worked as a “office assistant” with ABU DHABI MEDICAL DEVICES (ADMD) in Abu Dhabi, UAE from January-2022 to January-2023
- ❖ Worked as a “Salesman” with PRAN-RFL GROUP in Bangladesh 5 years.

PERSONAL DETAILS

Name	: MD Mahmudul Hoque
Father's Name	: Obaydul Hoque
Date of Birth	: 01-01-1999
Gender	: Male
Religion	: Islam
Married status	: Married
Nationality	: Bangladesh
Visa status	: Employment visa

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge & my experience. If selected I sure that I would perform to the best of my abilities early, waiting a positive response.