

Curriculum Vitae



MD. OMAR

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Date of Birth: 01-01-1999

Gender: Male

Nationality: Bangladeshi

Location: Naif, Deira, Dubai

Skills

- Leadership
- Communication
- Teamwork
- Critical Thinking
- Creativity
- Accounting
- MS Office
- Basic Photoshop
- Data Entry
- IT Support

Languages

- Bangla
- English
- Hindi
- Arabic

Hobbies

- Reading
- Travelling
- Gardening
- Photography

Summary

"Expertise in data entry and strong experience in accounting. Proven ability to troubleshoot technical issues, provide efficient solutions, and support system maintenance. Skilled in managing data, ensuring accuracy, and utilizing software tools to streamline operations. Adept at balancing technical support tasks with administrative functions, ensuring smooth operations across various departments. Eager to contribute technical skills and organizational expertise in a dynamic work environment."

Experience

- **Accounts' Supervisor**
(01 Nov 2023- Till the day)
Grameen Gold & Jewellery Trading LLC
Location: Al Dhagaya, Deira, Dubai, UAE
- **Manager**
(18 Sep 2022 – 31 Oct 2023)
Feni Travel & Tourism LLC
Location: Ayal Nasser, Deira, Dubai, UAE

Education

- **Masters (M.A)**
Passing Year: 2021
CGPA: 2.91/4.00
Subject: **English** (Language & Literature)
University: National University, Bangladesh
Campus: Feni Govt. College, Feni
- **Bachelor (B.A)**
Passing Year: 2019
CGPA: 2.78/4.00
Subject: **English** (Language & Literature)
University: National University, Bangladesh
Campus: Feni Govt. College, Feni
- **Higher Secondary Certificate (HSC)**
Passing Year: 2015
GPA: 4.86/5.00
Institution: Chhagalnaiya Islamia Kamil Madrasah