



MOHAMMAD JAHED UDDIN

Residence permit: 784-1993-61296 10-8

Work permit: Emirati (United Arab Emirates)

Date of birth: 04/11/1993

Place of birth: Chattogram , Bangladesh

Nationality: Bangladeshi

CONTACT

PROGOTI EXCHANGE HEAD
OFFICE ABU DHABI, ELECTRA
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ABOUT ME

Demonstrated outstanding customer service, resolved customer concerns, and helped build customer loyalty. Achieved sales goal of 6% or more each quarter by identifying customer needs and referring financial products and services, and helped the assistant manager with administrative jobs. Write a description of yourself here...

WORK EXPERIENCE

06/03/2023 - CURRENT Abu Dhabi

Foreign exchange teller Progoti Exchange Company

- Handled customer transactions involving cash, money orders, and foreign currency exchanges.
- Proficient in managing transactions across 30+ international currencies.
- Maintained a flawless balancing record with 100% accuracy in daily reconciliations.
- Delivered prompt and courteous service, ensuring compliance with all financial regulations and company procedures.

10/09/2021 - 05/02/2023 Abu Dhabi, United Arab Emirates

Sales Representative Progoti Travel & Tourism Agency L.L.C

- Successfully promoted and sold travel packages, including airline tickets, holiday packages, and visa services to a wide client base.
- Provided personalised customer service by understanding clients' travel needs and offering tailored solutions.
- Managed booking systems, handled inquiries, and ensured accurate documentation for all travel arrangements.
- Collaborated with tour operators, airlines, and hotel partners to offer competitive pricing and timely service delivery.

07/06/2019 - 06/06/2021 Chattogram , Bangladesh

Field supervisor Shakti Foundation

- Supervised daily field operations and ensured smooth implementation of foundation programs across assigned areas.
- Coordinated with local communities to promote awareness about Shakti Foundation's social initiatives.
- Monitored field staff performance, provided guidance, and ensured targets were met effectively.
- Collected and reported field data to the central office, aiding in program evaluation and improvement.

EDUCATION AND TRAINING

01/03/2014 - 07/02/2015 Dhaka, Bangladesh

Master of Arts National University

Website <https://www.nu.ac.bd/>

03/02/2010 - 02/03/2014 Dhaka, Bangladesh

Bachelor of Arts National University

Website <https://www.nu.ac.bd/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Bangla

Other language(s):

English

Listening C1

Spoken production C1

Reading C1

Spoken interaction C1

Writing C2

Hindi

Listening C1

Spoken production C1

Reading A1

Spoken interaction C1

Writing A1

Arabic

Listening B1

Spoken production B1

Reading B1

Spoken interaction B1

Writing C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Word | Microsoft Excel | CASHMAX | SYMAX | TRANSFAST | WESTERN UNION | INSTANT CASH | GLOBAL
IME | Global distribution Systems (GDS)Galileo and Amadeus

RECOMMENDATIONS

● MD ABDUL KHALEQUE Administrative Supervisor

- Punctual, reliable, and hardworking individual
- Excellent communication and interpersonal skills
- Strong ability to handle administrative tasks efficiently

Email progotikhaleque1@gmail.com | Phone (+971) 508252407

● MD IMAM UDDIN Commercial sales representative

- I have known them for several years...
- I strongly recommend...

Email imamuddinprogoti@gmail.com | Phone (+971) 501341574