



OBJECTIVE

My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization.

CONTACT

Phone:

+97477676973

Email:

Mohammedmasud927@gmail.com

ADDRESS:

Doha, Qatar

Personal info:

DOB: 20-12-2000

Nationality: Bangladesh

MOHAMMAD MASUDUL ALAM

EDUCATION

Higher Secondary Certificate (H.S.C)

Nanupur Laila Kabir Degree College
Business Studies, Chittagong

Secondary School Certificate (S.S.C)

Nanupur Abu Sobhan High School
Chittagong, Bangladesh

WORK EXPERIENCE

AL ARAEAK TRADING, DOHA, QATAR

Storekeeper Assistant

06/2023 – CURRENT

- Provide assistance to the store manager in his day-to-day tasks.
- Greet and welcome customers to the store in a pleasant manner
- Assist store staff in displaying products in an easy-to-locate manner.
- Assist and help customers in locating their item of purchase.
- Inspect items and products for any breakage or damage.
- Assist store staff in managing inventory controls.
- Maintain the store area neat and clean and sanitized.
- Handle safely and delicately the items and products in a store.
- Cartwheel and haul customers' purchases up to the next point.
- Implement best standards in providing customer services in a store setting.

ZAHRA ALMASHA ELECTRONICS TRADING L.L.C DUBAI, UAE

Sales Representative

01/2021-11/2022

- Greeted and interacted with customers to determine their product requirement.
- Provided high quality customer service to clients and maintained their satisfaction level.
- Provided purchasing assistance to customers and guided them to product location.
- Processed payment transaction and bagged customer purchases promptly and properly.
- Placed, displaying and maintained store merchandise in an effective manner.
- Ordered and maintained the inventory level of all merchandise and supplies.

HOTEL ENZAJ, CHITTAGONG, BANGLADESH

Receptionist

12/2019-12/2020

- Processed guest's check ins and outs
- Prepared and completed room and restaurant bills
- Handled payments though cash, checks and credit

Skills

- Microsoft office tools
- Time management
- Team work
- Collaboration
- WMS