



MD. MAHMUDUR ROB

Current Address: Salalah Oman

Permanent home address: Barlekha, Moulvibazar

Date Of Birth: 15-02-1993

Marital Status: Married

Passport #: BX0443363

Mobile: +96872299205

Email: Mahmudfaruk78@gmail.com

Nationality: Bangladeshi.

OBJECTIVES:

To achieve a position where I can utilize my diverse skills and experience to serve human kind with high quality services that will improve their quality of life, professionally and personally.

INDIVIDUAL TRAITS:

- **Responsibility** – Prioritizes safety and accountability.
- **Patience** – Stays calm in delays or traffic.
- **Alertness** – Observes and anticipates hazards.
- **Adaptability** – Adjusts to varying conditions.
- **Self-Control** – Manages emotions and focus.

WORK EXPERIENCE:

- **Koukh Al Shay**
Driver
1st March 2022 – Till now
- **Crowne Plaza Salalah (5* hotel)**
Driver
10th January 2021 – February 2022 .
- **Sira al Mustaqbil (Residential hotel)**
Driver
1st January 2020 – December 2020.

➤ **Lava Mobile Company (BD)**
Brand Promoter
1st January, 2016 – April 2017.

➤ **Vivo Mobile Company (BD)**
Brand Ambassador
1st May, 2017 – October 2018.

JOB DESCRIPTION:

- Booking meetings.
- Keeping the reception area tidy.
- handle incoming and outgoing correspondence
- maintain files and records.
- perform data entry.

SKILLS:

- **Languages Known:**
English : Speaking & Writing.
Hindi : Speak Only.
Arabic : Speak Only.
- **Computer Skills:**
MS Excel, MS Word, Adobe Photoshop, Video Editing

ACHIEVMENT & AWARDS:

Diploma in Mobile Engineering – 2008

SEMINARS AND TRAININGS ATTENDED:

- Receptionist seminar
- perfect your telephone skills
- Fire & Safety training

EDUCATIONAL BACKGROUND:

Secondary School Certificate

Name of institute : Bangladesh Open University

Group: Humanity, Board: Sylhet

Passing year : 2012, GPA: 2.65

OTHER QUALIFICATIONS:

- Good communication skills, both verbal and written.
- Good organizational and leadership skills.
- Good basic math skills.