



MOHAMMED SAYED

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DOB 20/04/2024
in
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Residential Information

Nationality : Bangladeshi
Age : 22 years
Marital Status : Unmarried
QID Number : 30405002016
Visa Status :Transferrable
Date of Expiry: 20/10/2025
Nationality : Bangladeshi
Passport No : A01663924
Date of Expiry: 25/02/2032

Professional Profile

Front Desk Receptionist with 1+ years of experience supporting office operation and as the first point of contact for customers and clients. Graduated from the Board of Intermediate And Secondary Education, Chattogram, Bangladesh with Secondary and Higher Secondary (S.S.C& H.S.C) from Bussiness Studies.Looking to apply my communication, problem solving, time management and people skill as a Front Desk Receptionist.

Experience

Borroq Maintainance, Doha,Qatar

Oct 20, 2023 - Present

Front Desk Agent
- Greet and asist visitor in friendly way.
- Answer and direct phone calls as well as emails
- Asist with administrative tasks as needed.
- Maintain a tidy and organized reception area

Skills

- Problem Solving.
- Time Management.
- Communication.
- Multitasking.
- Attention to detail.
- Compute literacy

Certificate And Licences

Higher Secondary School Certificate (H.S.C)

• H.S.C Certificate (Higher Secondary)
Issued By Board Of Intermediate And Secondary Education, Chattogram, Bangladesh.
Certificate SI. No : 22345674
Registration No : 1714492428
Academic Year : 2020-2021
Certificate Examination Year : 2022
Date of Publication of Result :February 08,2023
From : Bussiness Studies

Driving License of Qater

Type : Light Vehicle
Issued By : Ministry of Interior Traffic Department, Qater
First Issue : 2024-03-27
Validity : 2029-03-26

Education

Satkania Govt College

H.S.C (Higher Secondary School Certificate
2022 — **4.50 out of 5.00**

Language

English • Fluent
Arabic • Intermediate
Hindi • Advanced
Bangla • Native