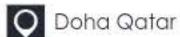
Md. Arifur Rahman Bhuiyan



Office Assistant



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@arifarob50

in https://www.linkedin.com/in/arifur-

rahman-80b53826

Career Objectives: In line with my continued interest and performance to build up my career in the professional field to show my immense aspiration to become a quick learner and to prove myself as a sincere and energetic person through extensive hard working and integrity.



Computer skills:Microsoft Word, Excel and PowerPoint.

Internet:- Internet Browsing, Data Searching.

Company guidelines and procedures

Marketing

Driveing

Service management

Staff Management

Goals and performance

Messenger



2019-04 - 2022-02

Account Executive, Travel Agency Sales

Accountant, Doha

- Helped senior managers make effective decisions based on current and accurate reporting.
- Followed up with customers to increase customer service with travel plans.
- Built and strengthened relationships with new and existing accounts to drive revenue growth.



Higher Secondary School Certificate (H.S.C)

Gunabati Degree College - Chauddagram, Comilla GPA: 3.81

Secondary School Certificate (S.S.C)

Gunbati Al Farabi Institute GPA: 3.88, Business Study Board

Languages

English

Hindi

Bengali

Arabic









Interests

Playing football

Reading book

Driving

Research religious

Travelling



Accomplishments

 Tapped by a local high school to offer a presentation to students on sales vocations on its annual Career Day, which was so popular that it was included every year afterwards.



Additional Information

QID: 29605008371

Driving Licences: 29605008371

Date of Birth: 20/08/1996

Passport Number: BT0700144