

# Md. Arifur Rahman Bhuiyan

Office Assistant



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**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.

## Skills

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

## Work History

**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.

## Education

**Higher Secondary School Certificate (H.S.C)**  
*Gunabati Degree College - Chauddagam, Comilla*  
GPA: 3.81

**Secondary School Certificate (S.S.C)**  
*Gunbati Al Farabi Institute*  
GPA: 3.88, Business Study Board

## Languages

English	<div><div></div><div></div><div></div><div></div><div></div></div> Good
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div> Master
Bengali	<div><div></div><div></div><div></div><div></div><div></div></div> Master
Arabic	<div><div></div><div></div><div></div><div></div><div></div></div> Basic

## 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