

**Email**

komolmasumalove@gmail.com

Address

Street 487, Zone 55, Building 35

Phone

+97450829973

**Skills**

Teamwork

Problem-Solving

Customer service

Sales

Public speaking

Mentoring

Social media

**Languages**

Bangla

Native

English

Advanced

Hindi

Advanced

Arabic

Intermediate

TARIQUL ISLAM

Representative

Experienced specialist with a passion for delivering outstanding service.

Proactive, customer-orientated professional with over 4 years of experience in reputable shops.

Self-motivated, team player with strong organizational and interpersonal skills.

Always looking to learn new skills, take on extra responsibilities, and grow professionally.

Experienced in training and mentoring new members of staff.

Confident public speaker with experience of giving presentations and training sessions.

My dedication and passion has been recognized with awards, praise, and extra responsibilities.

Experience**▪ Purchasing Manager**

Karak Marmi Doha, Qatar

2019 - Present

- Consistently met my short and long-term targets.
- Handled customer complaints with empathy and composure.
- Answered calls, responded to emails, and spoke with clients face-to-face.
- Supervised and delegated tasks to a team of [12] people.
- Helped management to identify workflow issues and find solutions.
- Accurately handled large amounts of money on the cash register.
- Processed a range of documentation and entered information into databases.

▪ Representative

Emdadbrothers Limousine Tr. &Cont. Doha, Qatar

Oct 2015 - Jun 2019

Education**▪ B.B.S**

Feni Government Collage Feni, Bangladesh

May 2015 - Present

▪ Higher Secondary Certificate (H.S.C)

Bijaykara High School & Collage Comilla, Bangladesh.

Apr 2011 - Apr 2015

▪ Secondary School Certificate (S.S.C)

F.F. Jinnah High School Feni, Bangladesh

2008 - Apr 2011

Driving License

I have Light Driving License with 5 Years Qatar Driving Experience .

COMPUTER LITERACY

Microsoft Office MS Word, MS Excel, MS Access, MS Power Point, Adobe Photoshop, Internet Browsing, E-mail, Computer Windows Install & Hardware Service & Accounting software literacy

Information technology literacy such as Termination, CCTV Camera Install, Wifi Router Setup, and Access Control.