

## CURRICULUM VITAE

**Ziaur Rahman**

Doha-Qatar

Phone: +974-66928708

Email: Zia.Qatar2022@gmail.com



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**Dear Sir,**

I am writing to you to convey my interest in a full time position at your organization at suitable positing which matching my qualifications.

Having extensive education, academic background, I believe that it will be a mutually beneficial proposition as I will be a valuable addition to our organization and result in further advancement of my career. I have also had the fortune to be involved in other activities during my academic period which has harnessed my customer servicing and public interaction skills. Being interned in a commercial environment has also led me to acquire excellent interpersonal skills with the ability to work in a dynamic multi-skilled team environment.

Overall, these positions have helped me to strengthen my skills and become an expert in my field which can largely contribute to your organization. A position at your organization would present me with an opportunity to greatly advance my career growth. It will also benefit your company as I have the experience, requisite skills, academic grounding and capabilities to prepare myself for any challenges. Should you require any more information, please let me know. I can be contacted anytime at **(+974 66928708 )**

Email: **Ziaur.Qatar2022@Gmail.com**

Thank you very much for your time and consideration. I look forward to discussing with you the ways I can productively contribute to your organization's future based on this letter and enclosed resume.

Sincerely,

Ziaur Rahman

## **OBJECTIVE:**

Seeking a position with a growth oriented, positive and successful organization where my experience, dynamic energy and sincere commitment will be fully utilized. I seek to expand my potential skills further and enjoy as well as focus seriously on my position of work.

## **PERSONAL DETAILS:**

- Name -MD:ZIAUR RAHMAN
- Father Name -MD:MAHABUR RAHMAN
- Date of Birth -01<sup>st</sup> MARCH 1984
- Sex -Male
  
- Religion -Islam
- Social status -Married
- Contact No +974-66928708

## **EXPERIENCE:**

- **WORKED In AL-FUTTAIM VEHICLE RENTALS. (AVR) (2022-2025)**

- ☐ (Drive the vehicle to deliver the items to the customer's place.
- ☐ Load and unload electronics items to be delivered to customers.
- ☐ Vehicle Care and Maintenance.
- ☐ Conducts daily routine maintenance checks
- ☐ defensive driving to avoid delays in the delivery
- ☐ of products and service to customers

### **Worked in telecom sales Vodaphone (part time )**

Sales indoor and outdoor

Mobile Sales Representative

Promoted services and signed up new customers and upselling to new customers.

Explained services, providing knowledge, and setting expectations for customers.

Submitted orders and take Payment information via phone from customers.

Signed customer up for phone : services,

Completed credit and debit transactions.

Helped with Inventory maintenance, store presentation, and any floor movement-related

matter.

Surpassed sales goals and scored 100%

### **WORKED Central Limousine W.L.L (2020-2022)**

Working **Uber** apps

Used **Badrigo** apps

Answered, scheduled and responded to reservation calls promptly and professionally.

- Completed safe journeys by applying defensive driving techniques and complying with Highway Code.

- Kept vehicles spotlessly clean and tidy for maximum customer comfort.

Maintained impeccably clean vehicle for optimised hygiene and client satisfaction.

+Provided 24/7 flexibility to clients, providing optimal availability during working hours.

- Provided polite, courteous, professional care from opening passenger doors to careful luggage and passenger set-down.

#### ◦ **WORKED as Under PSTCH (Qatar General Electricity & Water corporation) Messenger cum driver**

- ( 2015-2020)

- Ensure all safety procedure are followed

- • To perform all daily office assistant duties such as going to bank & post office, collecting and delivering documents,

- photocopying, scanning and filing documents, etc

- • To drive corporate team and/or visitors to various locations of the office, including other cities

- • To ensure courteous service is provided to all guest to the corporate office during interactions

- . Vehicle maintenance/ cleaning/ licence renewal

- **Worked in Arabian Exchange W.L.L( 2013 TO 2015 )**  
**Customer service**

Assisted customers with product inquiries and provided accurate information.  
Resolved customer complaints and issues in a timely and satisfactory manner.  
Built and maintained strong relationships with customers, resulting in increased customer Loyalty.  
Collaborated with team members to improve customer service processes and procedures.

- **GulfColors Studio Photography and Videographer ( 2010 To 2013)**  
wedding videography and photography  
editor Graphics design photographs
- **Having valid Qatar Driving license Light Driver (15 years Experience in Qatar)**

#### **LANGUAGES**

Able to speak, read and write English fluently.  
Able to speak English. Arabic & Hindi, Urdu, Bangla

#### **PERSONAL SKILL:**

- Customer management and coordination experience
- Comprehensive problem solving abilities.
- Excellent verbal and written communication skills.
- Ability to deal with people diplomatically.
- Quick learner and implement things quickly.
- Approachable, friendly with a passion for sales.
- Builds and maintains relationships with corporate clients.
- Team facilitator.

#### **COMPUTER/OTHER SKILLS:**

- Successfully completed the following Courses:
- Windows 10 windows vista Install
- Microsoft office (word/Excel/Access/PowerPoint)
- Open office (word processor/spreadsheet/ presentation)
- Computer software and hardware .(5 years experience) • Computer course in Linkers International Computer Institute.
- Customized Software Orion.
- Computer Format.
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**EDUCATIONAL BACKGROUND:**

□ Hathazari Parbati Model Govt. High

□ (School Secondary Certificate-2005 )

□ (High School Secondary Certificate 2009 )

□ Chittagong Government University

**MAJOR RESPONSIBILITIES:**

Screening telephone calls, inquiries and requests, and handling them when appropriate.

Organizing and maintaining diaries and scheduling appointments and meetings.

Processing membership application.

Place: Qatar

Date:

ZIAUR RAHMAN