



**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](mailto: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 (AL-FUTTAIM VEHICLE RENTALS. (AVR) (2023-2025)**
  - (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 Mobile Sales Consultant**

### Seaside Innovations (2022-2023)

Engaged customers in product demonstrations. effectively showcasing features of mobile devices.

2. Handled returns and exchanges, providing technical support and sales advice for mobile products.

3. Recognized as the top sales associate, serving as a trusted advisor for 75% of the customer base.

Established rapport with customers, leading to increased sales and

4 customer loyalty,

5- Utilized self-motivation and business acumen drive sales

performance.

## **Worked in telecom sales B2B Vodaphone (part time )**

Sales indoor and outdoor

Mobile Sales Representative

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

Explained services, providing knowledge, and setting expectations for customer's.

Submitted orders and take Payment information via phone furor customer's.

Signed customer up for phone : services,

Completed credit and debit transactions.

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

ratter.

Surpassed sales goals and scored 100%

customers satisfaction surveys monthly Developed

local advertising to drive sales.

## **Merchandiser, Ali Bin Ali sales**

March 2020-2022 Present

- Managed the production of visual displays for multiple retail stores across the region.
  - Developed and implemented strategies to increase sales and enhance customer experience.
  - Collaborated with vendors to identify and select the best product mix for each store.

Product Knowledge – Expert

Created and managed merchandising plans that achieved sales goals.

- Analyzed sales data and provided recommendations to optimize stock levels.

Maintained accurate records of store inventory and ordering processes.

◦ **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