



CONTACT



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Doha, Qatar

LANGUAGE SKILLS

- Bengali
- English
- Arabic
- Hindi

CORE COMPETENCE

- Team Management
- Cash Management
- Customer Service
- Stock and Inventory Management
- Data Entry and Reporting
- Cross-functional Collaboration
- Problem Solving
- Time Management
- Process Optimization
- Supervision
- Effective Communication
- Attention to Detail
- Adaptability
- Decision Making
- Organizational Skills
- Customer Relationship Management (CRM)

TECHNICAL SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Adobe Photoshop
- Driving (Light Vehicle)

Riejul Islam

Experienced Supervisor, Store Keeper, and Cashier with a strong background in operations management, inventory control, and customer service. Worked at Samama Company (KSA), Daewoo E&C (Libya), and Family Mart Supermarket (Bangladesh). Skilled in staff supervision, cash handling, inventory management, and customer relations, with 10+ years of GCC driving experience.

EXPERIENCE

Samama Company, Riyadh, KSA

Cleaner Supervisor

Duration: January 2001 – December 2007

- Supervised and coordinated cleaning staff to ensure high standards of cleanliness.
- Assigned tasks, monitored performance, and provided necessary training.
- Maintained cleaning schedules and ensured compliance with company policies.
- Managed cleaning supplies inventory and ensured efficient usage.
- Assisted in resolving any operational issues and reported to management.
- Ensured adherence to health and safety regulations in the workplace.
- Conducted regular inspections to maintain quality and hygiene standards.

Daewoo E&C, Benghazi, Libya

Store Keeper

Duration: March 2009 – March 2011

- Managed inventory and maintained stock levels to ensure smooth operations.
- Received, inspected, and recorded incoming materials and supplies.
- Issued supplies to departments as per requisition and maintained accurate records.
- Conducted regular stock audits to prevent discrepancies and losses.
- Ensured proper storage and safety measures for all materials.
- Maintained accurate documentation for all stock movements and transactions.
- Coordinated with suppliers for timely deliveries and stock replenishment.
- Assisted in warehouse organization to optimize space and efficiency.

Family Mart Supermarket, Army Cantonment, Bangladesh

Cashier

Duration: September 2012 – June 2014

- Handled daily cash transactions efficiently and accurately.
- Assisted customers with purchases and provided excellent service.
- Maintained cash registers, balanced receipts, and prepared daily reports.
- Processed payments through cash, credit cards, and other methods.
- Ensured compliance with company policies and security measures.
- Managed customer inquiries and resolved transaction-related issues.
- Monitored cash register shortages or overages and reported discrepancies.

CORE CAPABILITIES

- Ability to meet any challenge with confidence, determination & sincerity.
- Enjoy working under pressure, in different challenging and creative situations.
- Hard-working capability and retain temperament.
- Strong communication skills, good management, and ability to take leadership.
- Ability to learn quickly and implement efficiently.
- Detail-oriented and able to manage time effectively.

PERSONAL DETAILS

- Full Name: Riejul Islam
- Father's Name: Nurul Islam
- Mother's Name: Jahanara Begum
- Date of Birth: January 1, 1977
- Gender: Male
- Marital Status: Married
- Nationality: Bangladeshi (by birth)
- Religion: Islam (Sunni)
- Blood Group: A-
- QID & Driving License: 27705007636
- Present Address: Khayroon Trading & Contracting Services W.L.L., Office No: 33 (1st Floor), P.O. Box No: 1792, Souq Al Aseiry, Doha, Qatar
- Permanent Address: Village: Overampur, Ward No. 05, P.O.: Joynaraynpur, P.S.: Begumgonj, District: Noakhali, Bangladesh

EDUCATION

Bachelor of Commerce (B. Com) | 1998

National University, Gazipur, Bangladesh

Result: 2nd Division

Higher Secondary Certificate (HSC) | 1996

Chowmuhani Govt. H.A. College, Comilla Board, Bangladesh

Result: 2nd Division

Secondary School Certificate (SSC) | 1994

Govt. Technical High School, Comilla Board, Bangladesh

Result: 1st Division

PASSPORT DETAILS

- Passport No: A03839235
- Place of Birth: Noakhali, Bangladesh
- Place of Issue: Noakhali
- Date of Issue: 25 April 2022
- Date of Expiry: 24 April 2032

DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge. Any false information may result in disqualification or termination.

Sincerely

Riejul Islam