



Seyam Mahmud

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📍 Present Address: Karajat Street 10, Sanaya Industrial Area, Doha- Qatar
Permanent Address: Dohar, Dhaka, Bangladesh

ABOUT ME

I am an organized and motivated employee capable of time management, working under pressure in all environments & seeking a role in a company where I can contribute my ideas and be mentored towards a successful career.

WORK EXPERIENCES

Sales Representative

Al Rafa Garage & Scrap W.L.L [20 OCT 2024 – Current]

City: Karajat Street-10, Sanaya, Doha, Qatar

- # Greeting customers. Giving information about available car parts & price to customers.
- # Maintaining spare parts inventory & checking all stocks.
- # Sending quotation to customer about car parts price.
- # Making job card & invoice for customer.
- # Handling cash & credit bill using ERP & POS machine.
- # Performing emailing, data entry, photocopying & scanning.
- # Making salary sheet & handling garage other expenses.
- # Closing balance regularly & reporting to Management.

Front Desk Executive (Customer Care - Laptop Division)

Global Brand Private Limited [15 Nov 2021 – 30 June 2024]

City: Dhaka, Dhanmondi-32, Bangladesh

- # Handling calls, letter & email then forward to appropriate department.
- # Organizing documents digital filling system such as using google sheet or excel.
- # Taking Customer complain about laptop software or hardware issues.
- # Sent price quotation about laptop parts to customer & corporate client for sales.
- # Handling cash, cards & using POS machine & ERP.
- # Sent to customer product by logistic on time after servicing.
- # Monitoring stock products & placing orders for necessary supplies.
- # Performing other tasks such as data entry, photocopying & scanning.
- # Maintaining a clean, organized, and welcoming reception area.

Salesman(Mobile Accessories Shop)

Dohar Communication [01 Feb 2017 – 30 Aug 2018]

City: Dhaka, Jigatola, Bangladesh

- # Open and close shops in accordance with the mall's operating hours.
- # Direct sale to customer Mobile, Mobile covers, Glass protector, Charger, Headphones, Power bank etc.
- # Maintaining relationships with customers, ensuring their needs are met.
- # Give invoice to customers following their purchases.
- # Maintaining cash counter & reporting to owner regularly about total sales.
- # Cleaning shop & organizing all accessories at the right place.
- # Inspecting the stock accessories & placing order for new updated products.

TRAINING AND EDUCATION

Certificate In National Skill Standard Basic Course Examination

CTI Technical Institute

Field(s) of study: Word, Excel, Power point,
Outlook.

SR Institute of design & Vacancy Announcement in BD

Field(s) of study: Adobe Photoshop, Adobe Illustrator & Tally ERP.9

Bachelor of Business Administration

National University [15 Apr 2015 – 25 Nov 2019]

Field of study: Marketing, Grade: 3.02 out of 4

Higher Secondary School Certificate

Government Padma College

Field of study: Business Studies, Grade: 3.70 out of 5

Secondary School Certificate

Muksudpur Shamsuddin Sikder High School

Field of study: Business Studies, Grade: 4.25 out of 5

LANGUAGE SKILLS

Mother tongue(s): **Bangla,**

Other language(s): **English, Hindi**

DIGITAL SKILLS

Microsoft Office / Tally / ERP / CRM / Canava / QR scanner / Barcode Scanner / POS Machine / Google tools / Customer service skills / Billing and record keeping / Service focused / Adaptable / Problem Solving/ Multitasker / Strong Communication.

REFERENCE

Name : Md.Kamrul Hasan

Organization : Black Hill Garage Auto Parts

Cell : +974 5573 1987

Relation : Relatives

I look forward to any opportunity to discuss the position and what I can do for your organization. Thank you for your time in reviewing my resume.



Seyam Mahmud