

ABDUL AHAD AKIL

CONTACT

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Doha, Qatar.

SKILLS

- Time Management
- Attention To Details
- Organizational Skills
- Problem Solving
- Adaptability
- Flexibility
- Interpersonal Communication
- Work Independently

PROFESSIONAL SKILLS

- Microsoft Office Applications

EDUCATION

Bachelor of Arts

Govt Hazi Mohammad Mohsin College

Chattogram, Bangladesh.

2018-2021

Higher Secondary

Hathazari College

Chattogram, Bangladesh.

2016-2018

LANGUAGES

English

Arabic

Bengali

Hindi

Versatile and accomplished professional seeking a challenging role to leverage my diverse skill set and adaptable nature. Aiming to contribute positively to any team, bring innovative solutions, and consistently achieve results, while continuously learning and growing in a dynamic work environment.

WORK EXPERIENCE

Customer Support Agent

August 2024

J&T Express

- Acknowledging and resolving customer complaints.
- Respond to inquiries or refer them appropriately.
- Answering phone calls.
- Processing orders, forms, applications, and requests.
- Ensure customer satisfaction and provide professional customer support..

Office Assistant

July 2024- August 2024

Qatar Airways

- Provide administrative, clerical, and secretarial support.
- Respond to inquiries or refer them appropriately.
- Assist with office tasks like photocopying and filing.
- Maintain office supplies and equipment.
- Support Reception and Administration areas as needed.

Host in Doha Expo 2023

People Dynamics

October 2023- December 2024

- Greet and acknowledge all visitors in a friendly, professional manner.
- Guide them in right direction.
- Provide quick, responsive visitor service.
- Observed visitors and listened closely to questions to ascertain the best options and made recommendations accordingly.

Office Assistant

Vs Garage

May 2022- September 2023

- Keep daily records of the cars.
- Maintain office supplies and equipment, including ordering and stocking.
- Answer and direct incoming phone calls.
- Manage incoming and outgoing mail.
- Prepare and submit expense reports.
- Create and maintain filing systems.
- Monitor and order office supplies.

Volunteer

Fifa world cup 2022, Balloon festival 2023, Hyrox Doha 2024

2022- 2024

- Provide a range of services including crowd management, mobility services, tour guiding for the Schools Programme, and overseeing the visitor journeys and experiences.
- Secure and facilitate the access of visitors at each venue by supporting ticketing and access.
- scan visitors Hayya cards, and offer support, advice and problem resolution, as well as assist with ticketing operations.

PERSONAL DETAILS

- Date of Birth : 25th December 2000
- Gender : Male
- Nationality : Bangladeshi
- Passport : EF 0259915
- Qid : 30005002502
- i have Qatar's driving license for light vehicle valid until 2028