

# Resume of

**MD AHMADUR RAHMAN BHUIYAN**

**Address:** Ansar Gallery, Doha- Qatar

**Mobile No:** +974 31013306

**Email:** [akashrahman3306@gmail.com](mailto:akashrahman3306@gmail.com)



## **CAREER OBJECTIVE:**

An self-motivated, young talented, flexible, dedicated, fast learner and hardworking person looking forward for a challenging position that enable him to best utilize his academic and 5+ years working experience in Retail Industry to achieve, manage and reach assigned goal for an Organization as well as his personal career.

## **SKILLS AND CAPABILITIES:**

- Knowledgeable in Computer
- Reliable in Administrative and office works, Competent to work well with others and can work well with less minimal supervision.
- Teamwork
- Leadership
- Time management
- Good in Customer service
- Good numerical ability and general IT skills
- Excellent in communication (including spoken written English)
- Strong in selling skills and customer oriented
- Confident, friendly and engaging personality

## **EDUCATIONAL BACKGROUND**

- ❖ **B.B.A (Bachelor of Business Administration)** study running in 4<sup>th</sup> year under National University, Gazipur, Bangladesh.
- ❖ **H.S.C (Higher Secondary Certificate)** passed in 2011 with Grade A from Narayangonj University College under Dhaka Education Board, Bangladesh.
- ❖ **S.S.C (Secondary School Certificate)** passed in 2009 with Grade A+ from I.E.T High School, Narayangonj under Dhaka Education Board, Bangladesh.

## **EMPLOYMENT HISTORY**

**Total Year of Experience: 5+ Years**

**Sales Supervisor - Mobile Section** at **Al Anees Electronic Doha-Qatar** starting from September 2021 to till now .

- Understand customer needs and offer solutions and support
- Organize and coordinate sales representatives' schedules
- Research potential leads from business directories, web searches, or digital resources
- Recruit, hire, and train new sales representatives
- Receive and report on all sales leads
- Supervise sales representatives and assistants
- Answer potential customer questions and follow-up call questions
- Work with sales team when closing sales
- Track weekly, monthly, and quarterly performance and sales metrics

**Salesman - Mobile Section** at **Ansar Gallery** Doha-Qatar starting from May 2019 to 2021.

**Duties/Responsibilities:**

Making Monthly sales report. Maintain optimal stock levels, Inform the Purchasing department well in advance about the Items that reach the reorder level to order from general stores, review physical inventories Periodically, keeps and updates records of good Received and issued, complies a report of Expenditure and monthly stock report make Clear notes on the receipt of the items against Each invoices, disposes of expired and waste Stocks according to the procedures, and perform Related duties and responsibilities as assigned. Achieving the sales target and focus on Increasing sales by advance selling sales Techniques and advising customer on product Ranges best suited to their needs, sales planning Coaching, staffing, meeting sales goals Maintain optimal stocks level, Generating daily sales report Ensuring stocks replenishment at all Times, focusing on up Selling/cross selling, maintain stocks and Consumption records; review physical Inventory periodically.

**1. Department In charge** at **Swapno Supermarket**, Narayangonj City, Dhaka-Bangladesh starting from December 2017 to April 2019.

**Duties/Responsibilities:** Same as above (All most)

**2. Department Supervisor** at **Meena Bazar Supermarket**, Gulshan Avenue, Gulshan 2 , Dhaka-Bangladesh starting from July 2015 to November 2017.

**Duties/Responsibilities:** Same as above

**LANGUAGE PROFICENCY:**

- **English**
- **Hindi**
- **Arabic**
- **Bengali (Mother Tongue)**

**AWARD AND ACHIEVEMENTS:**

- ❖ Achieved Award Certificate of **Best Employee of the Year 2019** from Ansar Group, Doha-Qatar for outstanding performance in **Ansar Gallery**.

**Driving License :** I have Qatar Light Driving License (Issue Date:2023)

**PERSONAL DETAILS:**

- Nick Name : Akash
- Father Name. : Mozibur Rahman Bhuiyan
- Mother Name : Mrs Rowsan Akter
- Birth date : 30 Dec, 1993
- Age : 27 years old
- Sex : Male
- Civil Status : Single
- Nationality : Bangladesh
- Height : 5'10"
- Weight : 78kgs.
- Interest : Playing Cricket, Football, Traveling & Cooking and etc.

I hereby certify that all the information I have provided above is completely correct and true to my knowledge.

Sincerely,

**Md Ahmadur Rahman Bhuiyan (Akash)**

Dear Sir /Ma'am,

Good Day.

I am honor to apply at your most prestigious company.

Through this, I gained many valuable experiences on how to discipline myself and manage my time. Balancing school along with work in order to support myself is being a great challenge to me and has taught me valuable lessons about self-motivation, how to get along with people and deal with many different types of personalities.

In this regard, I want to apply a vacant position in your company. My office experiences, skills, potential and ability to work hard under pressure with less supervision are perfect match for your company. I am most willing to give my excellent services to your company.

For further information about my experiences and myself, I am referring you to my enclosed resume.

I am pleased to meet and talk with you about my qualification in your most convenient time. You can reach me by mail at the above address or e-mail me at [akashrahman3306@gmail.com](mailto:akashrahman3306@gmail.com) or text me in my Qatar mobile No. +974 31013306.

Thank you for your valuable time and am eagerly looking forward to hearing from you.

**Sincerely yours,**

Md Ahmedur Rahman Bhuyian ( Akash)  
Applicant