

CURRICULUM VITAE

Mohammed Khairul Alam

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Summary

Seeking an opportunity in an organization possessing global vision and professional environment, this tempts me towards creativity so I could put my experience/skills with utmost commitment to achieve professional and personal excellence. I specialize in excellent customer service, product knowledge, and time management. My role as a manager has taught me how to interact with different personalities and great personnel management.

Highlights

- Approachable
- In-depth fashion knowledge
- Dedicated team player
- Flexible
- Team leadership
- Excellent time management
- Cheerful and energetic
- Analytical

Experience

- ❖ 04 Years Practical Working Experience at GULFAM PACKERS & MOVERS LLC as an Office Assistant and Supervisor in Dubai, UAE.
- ❖ 01 Years Practical Working Experience at MARVELOUS PACKERS & MOVERS LLC as an Operation Manager and Move Coordinator in Dubai, UAE.
- ❖ 06 Months Practical Working Experience at NABEEL ALLINJAWI ELECTRONICS TRADING LLC as a Store Supervisor in Dubai, UAE.
- ❖ 06 Months Practical Working Experience at CAPITAL STORAGE & RELOCATION LLC as a Sales Executive in Dubai, UAE.
- ❖ 06 Months Practical Working Experience at MADINA HYPERMARKET as a Sales Executive in Dubai, UAE.
- ❖ 06 Months Practical Working Experience at ARONG FASHION as a Sales Executive in Chittagong, Bangladesh.
- ❖ 03 Months Practical Working Experience at AL MANOOR CONTRACTING & CLEANING COMPANY WLL as a Marketing Executive in Doha, Qatar.

Duties Performed:

- ❖ Dealing and satisfying the clients for the queries about the whole process via email & feedback / update phone calls.
- ❖ Developed plans for relocation/ moving as per client requirements.
- ❖ Coordinated with clients and supervised the whole process of relocations in different cities.
- ❖ Able to work as part of a team in a fast paced and pressured environment, communicating effectively with both colleagues and clients and giving verbal and written instructions.
- ❖ Moving & any kind of Project Supervision.
- ❖ Invoice, Quotation and Other Charges.
- ❖ Inform and tell about Local & International Moving.
- ❖ Take Enquiry and all Details about Related Transportation.
- ❖ Relationship Bond with Client regarding Transportation.
- ❖ Monitoring market to find out the products which are moving fast.
- ❖ Supervised the employees and store as per company policy.
- ❖ Responsible for solving customer complaints and providing information regarding products.
- ❖ Open and close the registers, monitoring cash limits and ensuring quality customer service.
- ❖ Coordinated with clients and supervised the whole process of trading in different cities.

ACADEMIC QUALIFICATION:

SSC : Science department, 2005.

HSC : Science department, 2007.

BSc (Hons): Science department (Final year, no result), 2011.

DRIVING LICENSE: Qatar Driving License (Light Vechile). Expiry Date : 11-07-2023.

COMPUTER SKILLS:

- ❖ Ultra High Command on MS Office, MS Word, Internet Browsing, Windows and System Hardware and Software Troubleshooting.
- ❖ Strong communication and presentation skills with high Proficiency In English, Hindi, Urdu & Bengali Language.
- ❖ Ability to show flexibility, initiative and innovation when dealing with Challenging situation.

PERSONAL DATA:

Father Name	: Mohammed Dildarul Alam.
Date of Birth	: 15-03-1989.
Passport No	: AG7527449.
Nationality	: BANGLADESHI.
Marital Status	: Single.