

# Emran Md. Omar

Executive

Email : [emranpciu@gmail.com](mailto:emranpciu@gmail.com)

Capable and efficient worker skilled in working individually and in groups of any size. Able to uphold a professional business position under any circumstance. Prepared to establish and maintain a communication line between the company and the clients that they serve.

## Looking for Administrative Assistance, Accounts Assistance, Logistic, Messenger

### WORK EXPERIENCE

#### Documentation Executive / Logistic

MBH Logistics LLC, Dubai, UAE

January, 2022 – Present

- Prepare Shipping documents and Handle shipment Clearance.
- RTA file process and make export , local documents.
- Any Kind Bank work.
- Capable for any office and administration work.

### IT Executive

KIDS & MOMs, Dhaka, Bangladesh November 2019 – December 2021

- Manage all computer system like upgrade, installation etc.
- New product add in system
- Stock Monitoring and order new product.

### EDUCATION

#### BSc (Hon's) Computer Science & Engineering

Port City International University, Bangladesh.

(January 2016 – April 2020)

#### Higher Secondary in Science

Rangunia Govt. College. (August, 2013- April, 2015)

#### Secondary in General

Chittagong Residential High School, Bangladesh.

(January, 2005 – February, 2013)

#### ❖ Driving License Details :

Holder of UAE Driving License

Place of Issue : Dubai

License category no : 03

### SKILLS

Administration, Management, Communication, Time Management, Team Work, Data entry, Customer service, Problem Solving, Creativity.

## CONTACT DETAILS



Phone

+971 58 855 3590



Email

[emranpciu@gmail.com](mailto:emranpciu@gmail.com)



Dubai,

United Arab Emirates.

## Personal Details

### Full Name

Emran Md Omar

### DOB

1<sup>st</sup> April, 1997

### Civil Status

Single

### Gender

Male

Nationality :

Bangladesh

### Visa Status

2 years Employment Visa

## Microsoft Office Proficiency

Microsoft Excel

Microsoft word

Microsoft Powerpoint

## Language Proficiency

English

Hindi

Arabic