Muhammed Arman Hossain

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📅 22/07/1996 🏴 Bangladeshi

Profile

Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning. Efficient and precise with commitment to finishing jobs quickly and accurately. Proven to work closely with coworkers for effective data management. Skilled in document digitization, office modernization and data organization for enhanced productivity.

Professional Experience

Data Entry Clerk, *Yas Clinic*   01/2021 – 11/2022 | Abu Dhabi, UAE
- Registering assembly of people at various locations in Abu Dhabi for PCR tests and assisting the people on present COVID-19 precaution rules on place.
- Completed data entry tasks with accuracy and efficiency.
- Secured and protected data from unauthorized access by complying with security protocols.
  - National Screening - Abu Dhabi Emirate
  - F1 Grand Prix Abu Dhabi 2021
  - ADIHEX 2021
  - Abu Dhabi International Boat Show 2021

Sales Assistant, *Emirates Industries*   07/2019 – 09/2019 | Abu Dhabi, UAE
- Fielded customer questions to share information about products, availability, and pricing.
- Assisted customers with prompt and polite support in-person and via telephone.
- Helped customers locate products and checked store system for merchandise at other sites.
- Used consultative sales techniques to understand customer needs and recommend relevant products and services.

Co-Ordinator Assistant - Access Control, *Platinumlist*   08/2018 – 12/2018 | Abu Dhabi, UAE
- Checking of all access controls of venues for the ease of entries of spectators to the events.
- Making sure all the devices, used by the staffs are in working conditions and reporting to main head of access control on hourly basis.
- Stay in co-ordination with staffs of the venue and law-enforcement officers present at the venue.
- Exercised leadership capabilities by successfully motivating and inspiring others.
  - Asia Cup 2018
  - Abu Dhabi T20 Cup 2018
  - Pakistan vs New Zealand 2018 series

- Pakistan vs Australia 2018 series

Sales Assistant, *Threads*   07/2017 – 09/2017 │ Abu Dhabi
- Fielded customer questions to share information about products, availability, and pricing.
- Assisted customers with prompt and polite support in-person and via telephone.
- Helped customers locate products and checked store system for merchandise at other sites.
- Used consultative sales techniques to understand customer needs and recommend relevant products and services.

Data Entry Clerk, *Embassy of Bangladesh in UAE*   06/2013 – 04/2015 │ Abu Dhabi, UAE
- Responsible for data-entry for passports holders' information, issuance of machine-readable passports, consulting with applicants with their queries.
- Scanned documents and saved in database to keep records of essential organizational information.
- Completed data entry tasks with accuracy and efficiency.

Education

Bachelors of Arts (Honours) in Journalism and Media,   09/2017 – 09/2020
Middlesex University Dubai   Dubai, United Arab Emirates

Edexcel Advanced Levels (IGCSE),   09/2013 – 08/2015
The British International School   Abu Dhabi, United Arab Emirates

Languages

English	● ● ● ● ○	Bengali	● ● ● ● ●
Arabic	● ● ● ○ ○	Hindi	● ● ● ○ ○
Urdu	● ● ● ● ○		

Skills

Proofreading, Communications, Customer Relations, Digital Photography, Critical Thinking