

RUHUL AMIN



CONTACT ME AT

+971 54-788-2618

aminjoy111215@gmail.com

EDUCATION

- **MBA, 2015**
Azerbaijan State Fine Arts Academy –
Baku, Azerbaijan
- **Bachelor of Arts, 2011**
Karotia Sadat University – Tangail,
Bangladesh

COMPUTER COMPETENCE

- **Operating System: Windows 98.**
- **Windows 2000, Windows XP.**
- **Applications: MS Word, MS XL, Power Point.**
- **Internet &. Others: Familiar with Internet application.**

KEY SKILLS

- **Able to work in a team and be supportive to colleagues**
- **Capable for work under pressure**
- **Read customer's mind**
- **Knowledge of telecommunications systems**
- **Able to handle complaints**
- **Strong public speaking skills**
- **Clear communication**
- **Computer Knowledge**
- **Attention to detail**
- **Strong Corporate Personality**
- **Friendly as a person**

CAREER OBJECTIVE

Over 10 years of experiences in Customer Service. I have learned new facts and materials every day. Every day is a new challenge in real corporate world to face. Successful track record of client service delivery and corporate communications. Able to interact with clients to know what clients are looking for in order to recommend ideal services.

Dedicated to keep excellent client interaction records. Always up for trustworthy and empathic Customer and Client Consultancy.

EXPIRIENCE

- 1. Organization** : GCC Exchange, Al Quoz Mall,
Dubai- U.A.E
Designation : Cashier & Customer Service
Duration : Oct 2020- Oct 2022.
- 2. Organization** : Placid Express Sdn. Bhd. Malaysia
Designation : Cashier & Customer Service
Duration : July 2017- Sep 2019
- 3. Organization** : Western Union Money Transfer,
Malaysia
Designation : Cashier & Customer Service
Duration : Oct 2016- June 2017

Duties & Responsibilities

- Handling Bulk Cash.
- Purchase and Sale of Foreign currencies.
- Maintaining Cash Book, Handling Cash Accounts.
- Handling inflow and out flow of cash.
- Processing of Telegraphic Transfers against cheque issuance
- Handling Bank transfers against credit cards.
- Handling WPS salary disbursement for various companies.
- Issuing Demand Draft, Telegraphic Transfers, Money Gram, Western Union, Instant Cash, Express Money, GCC Remit, Mail Transfers, RTGS AND NEFT Transfers.

- 4. Organization** : American Embassy, Dhaka, Bangladesh
Designation : Security Assistant Officer
Duration : 2011- 2012

- 5. Worked at Bangladesh Air Force for 3 years (2007- 2010)**

LANGUAGES

- **English**
- **Hindi**
- **Bangla**

DECLARATION

I sincerely hope to be given a chance to meet and discuss any potential opportunities you may have as well as any further questions regarding the above.

RUHUL AMIN