



MOHAMMAD ROBIUL HOSSAIN

ADDRESS: AL DHAFRA RD, WESTERN REGION, BEDA ZAYED SANAYA.

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EDUCATIONAL STATUS

MASTER OF ARTS:

BOARD : NATIONAL UNIVERSITY
SUBJECT : ENGLISH
CGPA : 2.92
YEAR : 2015
RESULT PUBLISHED 13 AUGUST 2018.

BACHELOR OF ARTS:

BOARD : NATIONAL UNIVERSITY
SUBJECT : ENGLISH
CGPA : 2.86
YEAR : 2014
RESULT PUBLISHED 27 SEPTEMBER, 2016.

HSC/ALIM CERTIFICATE EXAM:

BOARD : MADRASHA
GROUP : GENERAL
GPA : 4.58
YEAR : 2010

SSC/DAKHIL CERTIFICATE EXAM:

BOARD : MADRASHA
GROUP : GENERAL
GPA : 5.00
YEAR : 2008

COMPUTER SHORT COURSE:

BANGLADESH COMPUTER EDUCATION DEVELOPMENT SOCIETY (BCEDS)
COURSE TITLE : COMPUTER APPLICATION / BASIC.
SESSION : JAN 2017 TO MAR 2017.
RESULT : A GRADE.

COMPUTER SKILLS:

- ❖ MS OFFICE.
- ❖ ENGLISH 40 WPM.
- ❖ ARABIC AND BANGLA.
- ❖ HINDI/URDU.

PERSONAL PROFILE

Father's Name:
MD SAHA ALAM

Date of Birth:
12 May, 1993

Passport NO:
A00234506

Date of Issue:
27 Jan 2021

Date of Expiry:
26 Jan, 2031

NID NO:
19931517444000150

Marital Status:
Single

Religion:
Islam(Sunni)

Nationality
Bangladesh

Blood Group:
O (+ve)

Permanent Address:
Chittagong, Bangladesh

EXPERIENCE:

AL BADER EXCHANGE, UAE (WPS/Remittance Staff ,from Oct,2021 to present)

- *Answering customer's questions and providing information on procedures or policies. Guiding and solving queries of customer, maintaining quality customer service.*
- *Sort invoices, Vouchers, supporting documents, ID details, checking bills and signature papers.*
- *Complying with company standard procedures for Anti Money Laundering and Combating Terrorist Financing Policy (AML/CFT).*
- *Creating, updating and sorting ATM Card Via ASPIRE System and WPS.*
- *Releasing bills and authorized cancelation and receiving.*
- *Updating and Monitoring remittances status via Company Portal.*
- *Receiving money from Western Union, Transfast, Instant cash etc.*

LAILA GROUP OF COMPANY, UAE (Sales/Cashier from Apr,2021 to Oct,2021)

- *Ensuring a good customer service.*
- *Controlling cash counter.*
- *Making reports.*
- *Dealing with the clients.*
- *Keeping a neat and clean work environment.*

NORTH SHARTA DARGAH HIGH SCHOOL (Assistant Teacher in English from Oct,2017 to Mar,2021)

- *Teaching students with modern English method and technology.*
- *Conducting devate competition among the students.*
- *Arranging annual sports and prize giving ceremony.*
- *Taking exams and preparing results.*
- *Building a good citizen with moral character.*

LANGUAGES:

- ❖ *English (Having good reading, writing and speaking skill)*
- ❖ *Hindi/Urdu (Having good reading and speaking skill)*
- ❖ *Arabic (Having good reading, writing and speaking skill)*
- ❖ *Bangla (Having good reading, writing and speaking skill)*

I hereby declare that the facts given in this resume are correct to the best of my knowledge and belief.

MOHAMMAD ROBIUL HOSSAIN