



MD HARUN MIA



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DRIVING LICENSE

UAE Valid Light Vehicle License

SKILLS

MS Word

MS Excel

Photoshop

Video Editing

Digital Marketing

Internet Browsing

LANGUAGE

English

Hindi

Arabic

HOBBIES

Travelling

Reading

Shopping

EDUCATION

Bachelor Of Business Studies (BBS)

National University, Bangladesh

2014-2017

Higher Secondary School Certificate

Bariyerhat Collage

2012-2014

Sceondary School Certificate

Zorargonj Model High School

2011-2012

EXPERIENCE

Filing Clerk

Ybala Malfuf Wrq Enab

Ajman, UAE

Responsibilites

- Uploads digital files and data.
- Organizes and archives records and documents.
- Makes copies of paperwork and distributes as needed.
- Retrieves data and files for other departments and personnel.
- Uses alphabetical and numerical systems to organize paper and electronic records documents.

Store Keeper

Anowera Store

Chittagong, Bangladesh

Responsibilites

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.