



# SALA UDDIN

## Contact Information

AI Satwa, Dubai, UAE

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## Personal Details

Date of Birth : 12 Feb 1988

Nationality : Bangladeshi

Visa Type : Employment Visa  
(Will expire on 09 Aug 2025)

Driving Licence : Bangladesh

## Skills

Adaptability

Negotiation skills

Critical thinking

Multitasking abilities

High level of accuracy

Teamwork

Effective communication

Time management

Attention to details

Analytical thinking

Microsoft office (Excel, Word)

Administrative skills

Experienced with ERP

## Languages

English

Bengali

Hindi

## Summary

To seek and maintain any full-time position that offers professional challenges utilizing experience, interpersonal skills, excellent time management and problem-solving skills. Possesses excellent verbal and written communication skills, good math skills, and problem-solving skills.

## Work History

### Accounts Assistant

December 2020 - January 2023

Hawla Traders

Chattogram, Bangladesh

- Preparing and processing all types of vouchers
- Reconcile invoices and identify discrepancies
- Follow up on the delivery schedule for the items purchased
- Keep all the relevant information concerning the suppliers
- Maintain accurate financial records and documentation
- Provide financial information to management and preparing reports
- Record financial transactions into internal databases
- Assist with accounts payable and accounts receivable processes
- In charge of daily transactions and recording it from time to time
- Handling petty cash
- Can work with minimal supervision
- Knowledgeable with administrative works
- Good knowledge in accounting software (Tally ERP 9)

### Cashier

August 2017 - July 2020

Gentle Park

Chattogram, Bangladesh

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Track transactions on balance sheets and report any discrepancies
- Ensure management of daily cash accounts
- Resolve customer complaints, guide them and provide relevant information

### Sales Associate

February 2015 - July 2017

Easy Fashion

Chattogram, Bangladesh

- Helped customers to complete purchases and locate items
- Greeted customers and helped with product questions and selections
- Answered questions about store policies and addressed customer concerns
- Checked pricing, scanned items, applied discounts, and printed receipts to ring up customers

## Education

### Master of Business Administration (MBA)

2012 - 2013

#### Finance & Banking

International Islamic University Chittagong

### Master of Business Studies (MBS)

2010

#### Management

National University, Bangladesh

### Bachelor of Business Studies (BBS)

2006 - 2009

#### Management

National University, Bangladesh