



# Muhammad Obayed Ullah

Sales Executive/Sales Manager/Cashier/Receptionist /Typist

Want to be a part of an organization which will provide a dynamic and challenging career and provide an environment for innovating and learning. Now I am working as a receptionist cum Sales Executive. Also I have 6 month experience as a sales manager and I have six years teaching experience. I have four years online marketing experience. I am very dedicated and passionate about my work. I have strong communication skill and fluent in English. I am literate about computer skills like MS word, Excel, Power point presentations, Mailing, Browsing, Graphic Design etc.

## Contact

+971-545244220

obayedriad@gmail.com

Al-Ain, UAE

Nationality : Bangladeshi

Visa Status : Employment

## Education

### • Master of Arts in English -2020

International Islamic University Chittagong

### • Bachelor of Arts in English - 2018

International Islamic University Chittagong

### • Higher Secondary Certificate

Major: General Science

### • Hafeez-e Quran

## Computer Skills

- MS Office , Word, Excel,
- Power Point Presentation
- AutoCAD Software
- Graphics Designe
- Mailing and Communicating

## Language

- Bangla : Native
- English : Professional
- Arabic : Working Proficiency
- Hindi : Working Proficiency

## Experiences :

### ● Currently Working as a **Sales Executive cum Receptionist** **Taajeel Travel & Typing**

Al-Ain Town Center, Al Yaseer Street, Building No 8, M floor

#### Job position here

- Visa & Insurance processing
- Fine reduction process
- Ticket Booking
- Typing work

### ● 2023

#### Sales Manager

#### Nur Alrwh Project Management Services Est

Musaffah 4, Abu-Dhabi

#### Job position here

- Identify and analyzes customers preferences to properly direct sales effort
- Provide leadership to the sales team
- Reviews and Analyzes sales and operational records and reports .

### ● 2021-2022

#### English Classroom Teacher

#### Oxford Modern School and College, (EIN NO: 138418)

Chittagong, Bangladesh

#### Job position here

- Design and deliver comprehensive and interactive English lessons for middle and high school.
- Successfully integrated technology, multimedia resources, and educational tools to enhance classroom instruction and student learning experience.
- Assessed student performance through assignment tests and other assessment and provide feedback to help students improve their understanding of literary concept.

### ● 2018- 2021

#### Online English Teacher

#### Grammarina's / Grammarian's -গ্রামারিয়ান'স

Facebook page and Facebook group

- Conducted the classes
- Provide the necessary materials to the students.
- Take the Exam through the online system.