Reduanul Momtaj Redoy

BRANCH IN CHARGE

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📍 Al Quos, Dubai, UAE

About Me

I have the ability to navigate multiple computer systems, customer service and applications to extract information quickly, accurately and efficiently. To work effectively, as well as independently, in a high-volume team environment. Well-developed analysis skills resulting in efficient resolution of problems and inconsistencies with data. Track record of maintaining high work standards in a fast-paced environment with constantly changing priorities. High level of proficiency in Word, Excel and Outlook.

Skills

- Administration
- ·IT Support
- Data Entry
- Web Designing
- Graphics, Photoshop, Animation
- Microsoft Office
- Sales
- Customer Service

STRENGTHS

- Friendliness
- Positivity
- Problem Solving
- Flexibility
- Adoptability
- Confidence
- Respect
- Quick Learner
- Good Team Player

ACADEMIC HISTORY

Bachelor Of Science
2016 - 2020 | Port City International University

I am recently graduate in Computer Science & Engineering from this university which is one of the best university in my city.

Higher Secondary Certificate
2012 - 2014 | B.A.F Shaheen College

I completed my H.S.C in Science background from bangladesh Air Force Shaheen College,Chittagong.

Experience

- **BRANCH IN CHARGE AT LM EXCHANGE, DUBAI, UAE**

[05/11/2022– CONTINUE]

- Responsible in achieving the transaction and sales target set by the management.
- Participates in strategy planning and goal setting of the company.
- Make sure that branch operations run smoothly in accordance to company policy Utilizes labor management tools, including effective scheduling, to maximize productivity, profitability, and margins.
- Ensure all transactions are conducted at the branch as per AML policies,
- Conducts regular store meeting, Executes and monitors loss prevention,
- Manages branch revenue including cash handling, deposit reconciliation, and delivery of deposits to bank.
- Monitor the employees to provides a positive working environment and handles employee and customer issues appropriately and in a timely manner.
- Communicating with banks for remittance issue and resolving.

- **Back Office Management at AL YASMEEN HYPERMARKET, AL HELIO, AJMAN**
  [APRIL 2022 -NOV,2022]

As a back office operator I have to work in office management, Check product, Update, Product Entry, Retail -X , MRR Check, Invoice and all the work provide by my senior officer.

- **ADMINISTRATIION & PYTHON AT RONARK SOFTWARE LTD, Bangladesh**
  [21/04/2021 – 25/01/2022]

I am working currently here. As a researcher, last thesis I did about medical data analysis using machine learning and Artificial Intelligence. At this time I work on Super Shop Management System, Tutors Need online Solution, Routine Management System.

Language

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

ADDITIONAL INFORMATION

- Date of Birth: 20th NOV 1996
- Nationality: Bangladeshi
- **Passport No: A01869226**
- Date of issue: 26/09/2021
- Date of expiry: 25/09/2031
- **Visa status: Employed Visa**