



MOHAMMAD JAVED UDDIN

☎ 0542235392 , 0502572397

✉ javeduddin338@gmail.com

📍 Sharjah Ind 03

⚙️ SKILLS

- * Communication skills.
- * Teamwork and interpersonal skills.
- * Technology skills.
- * Problem-solving skills.
- * Customer service skills.
- * Organizational skills.

📅 DATE OF BIRTH

20-02-1995

💍 MARITAL STATUS

UNMARRIED

♂️ GENDER

MALE

📄 LANGUAGES

- Bangla ★★★★★
- English ★★★★★
- Hindi ★★★
- French ★★

👤 ABOUT ME

An enthusiastic with highly motivated and leadership skills having Master's degree in English. I've excellent communication skills in written and verbal both. I'm able to work as a individual as well as in group. I can easily get involve with the new people and try to create a learning environment because I'm always enjoy to learn something new.

🎓 EDUCATION

- **Master of Arts**
International Islamic University, Chittagong. English Language and Literature. 2019-2020
Result 3.37 out of 4.00
- **Bachelor of Arts**
Premier University, Chittagong. English Language and Literature. 2015-2019
Result 2.50 out of 4.00
- **Intermediate**
Nazirhat University College, Chittagong Business Studies 2013-2014
result 3.00 out of 5.00

📁 WORK EXPERIENCE

Nagad LTD Admin & Accounts.

**Feb 2021 to
May 2023**

- * Reporting & Cash Handling.
- * Maintaining Records, files & database.
- * Motivate sales officer to achieve all the sales & transaction target of perspective area.
- * Maintaining communication with sales officer to know the market flow.
- * Coaching & counseling the sales officer to improve the service.
- * Monitoring sales officer in terms of cash collection & market visibility through the phone call.

🎓 COURSES

DIPLOMA IN COMPUTER SCIENCE

From World Computer Training Center which is approved by Govt. of the People's Republic of Bangladesh.

SPOKEN ENGLISH COURSE

Speakers Council Limited.

🏆 ACHIVEMENTS

Participated in professional training on "Knowledge and Skills for high impact leadership and program management" Organized by EXL Communication.