



Rajun kumer Bhowmik

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Gender: Male **Date of birth:** 29/08/1992 **Nationality:** Bangladeshi

ABOUT ME

organized and versatile professional with extensive experience in information and reception management, office administration, and customer service. Fluent in English, Bangla, Hindi, Urdu, and Arabic, with a proven ability to communicate effectively in diverse settings. Proficient in MS Office Suite and various office software tools, enabling efficient management of tasks and responsibilities. Adept at multitasking, time management, and problem-solving, with a strong focus on maintaining confidentiality and upholding the highest ethical standards. Seeking an customer services executive position to utilize and further develop administrative, organizational, and customer service skills, contributing to the success of the organization.

WORK EXPERIENCE

[27/05/2021 – Current]

Shop assistant

Al bury security systems and safety

City: abu dhabi | **Country:** United Arab Emirates

primarily responsible for maintaining a organized shop. Ensuring Quickly gained a thorough understanding of shop operation, responsibilities and duties. Dealing with customer and selling product, making tax invoice, LPO, supply certificate. In addition to shop assistant duties, responsible for organizing and maintaining the storage area, collaborated with other staff members

[01/10/2018 – 03/03/2021]

Information and customer service executive

Trust medical Services

City: Sylhet | **Country:** Bangladesh

Successfully managed the hospital's information and reception desk. Deal with patent help them by gave information about doctor appointment, visiting time and location. Supervised and made a concretization between all department in the hospital. Provided

exceptional service to approximately 300 patients daily. Contributed to the successful complication of 4 major projects.

EDUCATION AND TRAINING

[19/09/2015 – 19/09/2016]

MSS (masters of social science)

National University

City: Sylhet | **Country:** Bangladesh | **Field(s) of study:** political science | **Final grade:** 3.25

BSS (Bachelor of social science)

[01/09/2011 – 16/08/2015]

National University

City: Sylhet | **Country:** Bangladesh | **Field(s) of study:** political science | **Final grade:** 3.23

[10/09/2008 – 27/07/2011]

HSC (Higher Secondary School Certificate)

Sylhet Government college

City: Sylhet | **Country:** Bangladesh | **Field(s) of study:** science | **Final grade:** 3.00

[01/06/2006 – 26/06/2008]

SSC (Secondary School Certificate)

The Aided High School

City: sylhet | **Country:** Bangladesh | **Field(s) of study:** science | **Final grade:** 3.88

LANGUAGE SKILLS

Mother tongue(s): Bangla **Other language(s):** Hindi , Arabic

English

LISTENING B2 **READING** B2 **WRITING** A2

SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

My Digital Skills

Advance certificate in computer application | Microsoft Office