



Imrul Kabir

Self-driven, Empathetic, Customer Centric

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Deira, Dubai, UAE

Profile Summary

Broad Professional Experience: 12+ years across teaching, relationship management, and supply chain roles, currently working as a Relationship Officer in Dubai.

Customer-Focused and Organized: Skilled in building relationships, managing tasks efficiently, and meeting targets in dynamic environments.

Key Strengths: Expertise in communication, leadership, problem-solving, and time management, with advanced proficiency in MS Office.

Experience

Relationship Officer

Company: Finarise Commercial Brokers LLC, Dubai, UAE
Department: Business Accounts and Loans
Tenure: June 2024 to Now



Senior Teacher

Company: GPH International School, Bangladesh
Department: English
Tenure: July 2023- Dec 2023



Senior Teacher

Company: ABC International School
Department: English
Tenure: March 2017- Sep 2022



Teacher

Company: Heritage School, Bangladesh
Department: English
Tenure: Jan 2015- Jan 2017



Supply Chain Executive

Company: Voltsmith Technology Ltd.
Department: Logistics and Procurement
Tenure: Jan 2013- Dec 2014



Teacher

Company: Changes (An English Medium School)
Department: Commerce
Tenure: Jan 2012- Dec 2012



Academic Qualification

▪ Masters in ELT in 2023 (Certificate to receive in November 2024)

University of Dhaka, Bangladesh

▪ Master of Business Studies in 2010

National University, Bangladesh

▪ Bachelor of Business Studies in 2008

National University, Bangladesh

Expertise

- Strong Negotiation
- Preparing KYC
- Customer relationship
- Inventory management
- Working on ERP
- Document control
- Customer satisfaction
- Teaching and Training
- Curriculum Development

Soft Skills

- Effective communication
- Problem solving
- Team management
- Decision making
- Tackling multi-tasks
- Time management
- Leadership
- Empathy
- Tackling workload
- Networking

IT Forte

- Microsoft word
- Microsoft Excel
- Microsoft PowerPoint
- Search Engine Optimization

Languages

- English: Fluent
- Hindi: Fluent (Oral Only)
- Bangla: Native

Job Highlights as a Relationship Officer

- Cold calling
- Meeting clients
- Identifying new sales prospects
- Persuading clients
- Maintaining relationship with clients
- Document processing for account opening and loan
- Preparing KYC
- Following up potential clients

Job Highlights as a Teacher

- Lesson planning
- Ensuring the uses of proper methodology for best learning
- Curriculum development
- Assessment
- Managing and conducting projects
- Student counselling
- Parent counselling
- Preparing monthly, quarterly and yearly Reports
- Coordinating subject teachers and class teachers

Job Highlights as a Supply Chain Executive

- Processing International LCs
- Managing Supply Chain and Inventory on SAP and OpenERP
- Ensuring compliance
- Maintained accurate records of procurement and shipping
- Data driven decision making from Excel
- Tracking orders for projects
- Corresponding with stakeholders
- Preparing Inventory report on demand

Participations

- Day long training on Customer Delight
- 3 days training on Sales Excellence
- Edexcel trainings on English Language B (9-1).
- Edexcel trainings on iprimary and isecundary curriculum.
- Participated in several workshops and seminars under British Council, BELTA and TESOL Society of Bangladesh.

Personal Details

Birth Date: 15 Feb, 1988
Nationality: Bangladeshi
Marital Status: Married

Passport & VISA

Passport No.: A13054786
Place of Issue: Bangladesh
Date of Issue: 12 Nov 2023
Date of Expiry: 11 Nov 2033

VISA Type: Employment Visa
Emirates ID: Yes
Date of Expiry: 1 Aug, 2026

Interests

- Reading Non-fiction books
- Psychology
- Teaching ESL to young Learners
- Learning digital skills
- Travelling

Reference

1. Rezaul Karim Mridha
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