

CURRICULAM VITAE



ZAKARIA AHMED CHOUDHURY

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UAE

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Visa Validity: 15 February 2023.

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SALES & CUSTOMER SERVICE EXECUTIVE

Career Objective:

To work with professionally managed highly growth-oriented team with my knowledge and learning attitude where I can explore my skills to the optimum & deliver the best in the progress of the organization and to continuously improve myself to give full potential and achieve a high position in a company.

Work Experience:

•Shine Weeds Trading LLC

Location: Dubai, United Arab Emirates

Duration:9 Months

Designation: Stall and Market Sales Person

Responsibilities:

Worked as a Stall and Market Sales person responsible for selling all types of human hair, wigs, beauty care products, beauty care machine for a China Based Company in whole sales and retail mode. Maintains database by entering new and updated supplier and account information. Encoding purchase order of the supplier invoices.

Responsible for processing cash, debit and credit card transactions using a cash register or other point-of-sale system in a retail environment.

•Lucky Shopping Mart ! A Complete house of men's, women's,kids garments, beauty care products, fresh food ,all types of electronics items, kictchen ware ,house hold appliances and other daily use items.

Location: Hojai, Assam

Duration: 2 years

Designation: Sales and Customer Service Executive.

Responsibilities: Welcoming the customer, greetings with warm regards, helping the customer to identify and purchase of goods and services, explain the customer about the products and services, resolving the issues, accepting transaction through cash, debit and credit card pay, online transaction, and also handling online delivery and e-commerce etc.

•Academic Qualification:

Master of Commerce - Indira Gandhi National Open University , New Delhi 2019-2021

Bachelor of Commerce- Hojai College affiliated to Gauhati University, Guwahati, Assam 2016-2019

•Technical Education:

MS Word, Excel,PowerPoint and Tally.

•Language known:

English, Hindi, Arabic , French, Russian etc.

•Personal information:

Date of Birth:	23/09/1996
Marital Status:	Single
Nationality:	Indian
Religion:	Islam
Passport No:	U 2305369
Address:	Hojai, Assam India - 782445

Declaration:

I hereby declare that all the information given above is true and to the best of my knowledge and belief. I am willing to produce original certificate or documented proof on demand.