



RUWAJ AHMED

Building 19, Al shamkhah
new 20, Abu Dhabi
+971502032433
ruwazahmed@gmail.com

OBJECTIVE

Reliable, energetic, and resourceful customer service professional with over four years of experience resolving customer complaints and promoting conflict resolution. Expertise in client service, account management, and relationship-building.

EDUCATION

- 2020** **Master of Business Administration (MBA)**
Xidian University, Xi'an, Shaanxi, China
- 2015** **Bachelor of Business Studies (BBS)**
Result: 2nd Class
National University, Dhaka, Bangladesh
- 2012** **Higher Secondary Certificate (HSC) Examination**
GPA: 3.10 (Out of 5.00) - Commerce Group
Sylhet Board

WORK EXPERIENCE

March 2021 – Present

Supervisor (Covid-19 patient data entry)
Unique Health
Mussafah, Abu Dhabi

October 2020 – March 2021

Administrative Assistant (Abu-Dhabi international airport)
Florida Home Care
Abu Dhabi Gate city Abu Dhabi, Islamic Bank Building Level 3 Suite 306-Abu Dhabi

June 2020 – October 2020

Sales representative
LuLu Hypermarket
Al Nahda 1, Al Qusais 1, Dubai

September 2019 – March 2020

Junior Accountant
Aigo
Xi'an, Shaanxi, China

March 2015 – August 2019

Radio Jockey (RJ) / Radio Presenter & Script Writer
Radio Pollikontho (FM 99.2)
Moulvibazar, Sylhet, Bangladesh

SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Adobe Photoshop
Notepad
Typing
Video editing
Public Speaking
Office Management

LANGUAGE

Bengali
English
Arabic
Hindi
Urdu
Chinese (Beginner)

PERSONAL DETAILS

Date of Birth : 30 April 1994

Nationality : Bangladeshi

Religion : Islam

Gender : Male

Passport : BY0614715

Marital status : Single

Father's Name :
Md Durud Ahmed

Mother's Name :
Momotaj Begum

Permanent Address :
Goji Mara, Mater Kapon,
Moulvibazar, Sylhet, Bangladesh

HOBBIES

Traveling, Playing Football,
Love to take initiatives for organizing events