



JAHID HASAN ANIK

BA (HONS)|IELTS

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Umm Ghuwailina, Doha, Qatar

PROFESSIONAL OVERVIEW

Organized and detail-oriented administrative professional with expertise in office coordination, correspondence, and operational support. Skilled in Microsoft Office Suite and experienced in managing schedules, records, and cross-functional collaboration. Recognized for strong communication, problem-solving, and multitasking abilities in fast-paced environments.

WORK EXPERIENCE

Cashier/Dispatcher

Power Wings – Lusail, Qatar. | July 2024 – Present

- Operated POS systems and processed cash, card, and mobile payments accurately.
- Assisted customers with orders and product selection, both in person and by phone.
- Managed inventory using FIFO and reported low stock to supervisors.
- Handled customer complaints professionally.
- Completed daily opening and closing duties, including cash balancing.

Administrative Assistant

Lucky Vision Cleaning Hospitality – Doha, Qatar | Dec 2023 - June 2024

- Managed daily administrative tasks, ensuring smooth office operations and workflow efficiency.
- Applying Visa for new recruitment, medical test arrangement, Employment change or new QID application and other MOI/Labor ministry task.
- Supervised staff schedules, attendance tracking, and performance monitoring.
- Prepare salary sheet and ensure the salary payment to all the employees as per the regulation.
- Assisted in business development, contract management, and client negotiations.
- Developed and maintained organizational records, reports, and official documentation.

(Reference: Upon Request)

EDUCATION

Bachelor's degree - February 2023
Canadian University of Bangladesh

IELTS (Academic) – November 2023
IDP, Bangladesh

Digital Marketing – December 2021
Creative IT Institute, Bangladesh

TECHNICAL SKILLS

- MS Office based applications
(Expert in MS word & Excel)
(English Typing Speed 45 Words/min)
- Experienced in working with POS Systems. (Pozer, Brainpower)
- Social Media Marketing Expert: SEO, Content Creation, etc.

KEY COMPETENCIES

- Patience and ability to stay calm under pressure.
- Strong numerical and basic math skills.
- Adaptability in Fast-Paced Multicultural Environments
- Accurate handling of cash, cards, and digital payments.

PERSONAL INFORMATION

Nationality: Bangladeshi

Date of Birth: 17th May 2000

Religion: Muslim

Marital Status: Single

Visa Status: Employee (Transferable)

Valid Driving License