

CURRICULUM VITAE

ABDULLAH AL ADIL



PERSONAL DETAILS:

Date of Birth : 2th July 1996

Nationality : Bangladeshi

Marital Status : Single

LANGUAGES KNOWN:

- English
- Hindi
- Bangla
- Arabic

Mobile: 00974-66194099

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PERSONAL STATEMENT:

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with four years of experience in English, I am excellent in working with others to achieve a certain objective on time and with excellence.

EDUCATIONAL QUALIFICATION:

- Higher Secondary Certificate
- Secondary School Certificate

KNOWLEDGE, SKILLS & ABILITIES:

- Effectively follow the company's rules and regulations.
- Demonstrated ability to work accurately, follow instructions/ schedules/timeliness and handle multiple priorities.
- Polished professional, well organized and eager to learn and be challenged.
- To ensure that all things/ files/ Documents are well checked and submitted on time.
- Performs the necessary feeling.
- Performs all computer operation encoding as instructed by my immediate senior
- Efficiency in speaking and writing in English language.
- Good inter personal communication and presentation skills.
- Ability to work as a member and influence other.
- Ability to work under pressure and meet targets.

PREVIOUS WORKED EXPERIENCE SUMMARY:

COMPANY: - Fiza & Co Limited.

Dept. /Designation: - Cashier.

Period: - February 2015 to January 2016.

Duration: - 1 Years

NATURE OF WORK/RESPONSIBILITIES:

- Receive payment by cash & credit cards
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Maintain clean and orderly checkout areas
- Assist customers in making selections
- Greet customers entering establishments
- Resolve customer complaints
- Answer customers' questions, and provide information on procedures or policies

COMPUTER SKILLS:

- Microsoft Office (Microsoft word, Excel, PowerPoint),
- Adobe Acrobat,
- Adobe Photoshop,
- Adobe Illustrator
- Internet & E-mail etc...

REFERENCES ON REQUEST:

COMPANY: - Diseno Media – Qatar.
Dept. /Designation: - Photographer & Designer, Cashier.
Period: - 2016 April -2018 August.
Duration: - 2.4 Years

NATURE OF WORK/RESPONSIBILITIES:

- Capture realistic images and shoot videos as the assignment dictates
- Help and train new members of staff
- Pre-edit and edit images as needed
- Process photographs by resizing and retouching them
- Served and assisted customers on checkouts
- Work with clients to decipher project needs
- Work with producers to ensure management of all photography assignments
- Prepare shoot sites as needed for particular projects
- Set up equipment and tools as needed for projects
- Receive payment by cash & credit cards
- Greet customers entering establishments
- Maintain clean and orderly checkout areas

COMPANY: - Saif Al Watan – Qatar.
Dept. /Designation: - Designer & Photographer.
Period: - 2018 September -2019 April

NATURE OF WORK/RESPONSIBILITIES:

- Capture realistic images and shoot videos as the assignment dictates
- Pre-edit and edit images as needed
- Process photographs by resizing and retouching them
- Work with producers to ensure management of all photography assignments

COMPANY: - DOHA EXCHANGE – Qatar.
Dept. /Designation: - Cashier.
Period:- 2019 May – Still working

NATURE OF WORK/RESPONSIBILITIES:

- This is a high performing risk-focused unit which operates with an ethos of innovation, continual improvement and process development
- Provide Feedback to management on areas of improvement
- Co-ordination and management manual adjustments in Alga and SDT and collecting necessary approvals for any new adjustments
- Prepare or assist in the preparation of Daily Activity Reporting which provides P/L information to the business unit and senior management
- Provide feedback to management on areas of improvement
- Developing processes, systems and procedures to improve process efficiency and establish best practice

- Assist in the creation and keeping up to date procedures for performed reconciliations / processes
- Continuous improvement and change management mindset, questioning conventional ways of managing the business and driving change to improve processes
- Perform transactional adjustments to client accounts requiring corrections
- Work with other areas of the firm, and IT to improve existing processes
- Daily Perform of Cash Management Requests
- Create and support various management reporting tools
- Work with control team to improve existing processes
- Assist in processing payments and PDN's and providing Closure Letters
- Identify and participate in the development of system driven process improvements
- Assist in providing and negotiating payment plans with clients
- Receive training in and assist with the review, analysis and processing of cash receipt documents
- Performs BCP/ DR exercises to continue to maintain service resiliency and redundancy
- Adhere to best practices and internal controls within project and work teams
- Assist in advancing the discipline and practice of effective governance and oversight across operating units

Declaration

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

ABDULLAH AL ADIL