



Md Kamrul Hasan

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● ABOUT ME

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

● WORK EXPERIENCE

28/11/2023 – CURRENT Al Wukair, Qatar

CASHIER ROMANA HYPERMARKET

- Welcome customers and assist with any questions they may have.
- Accurately process payments (cash, credit, debit) and issue receipts.
- Maintain an organized, clean checkout area and manage daily housekeeping tasks.
- Provide product information and help customers locate specific items.
- Balance cash drawer at the end of each shift, ensuring accuracy.
- Assist with restocking shelves and arranging displays as needed.
- Contribute to team efforts by supporting other store areas as required.

01/11/2019 – 01/11/2023 Dhaka, Bangladesh

JR OFFICER GOLDEN HARVEST INFO TECH LTD

- Screening calls and taking detailed, accurate messages where necessary
- Weekly stationery inventories to ensure all stock is up to date and ordering more when necessary
- Managing and distributing all incoming and outgoing post and couriers
- Photocopying, faxing, binding and filing all company documents
- Booking meeting rooms and organising refreshments
- Helping company employees with email correspondence
- Updating contact lists on the company database
- Providing support to reception during busy periods
- Office cover during staff holidays
- Assisting the office manager with regular health and safety checks
- Ad-hoc secretarial duties, including running personal errands and booking lunches

01/11/2016 – 31/10/2019 Dhaka, Bangladesh

ASSISTANT MARKETING MANAGER X-MART INC LTD

- Collaborating with the marketing manager, internal teams, clients and partners on marketing strategy.
- Helping identify marketing trends and key opportunities for innovation.
- Learning and working with various types of software for digital marketing.
- Working closely with sales and marketing department.
- Creating marketing materials such as white papers, case studies, and presentations.
- Giving presentations.
- Maintaining a marketing database.
- Providing administrative support to the marketing and sales team.
- Preparing, formatting and editing a range of documents.
- Understanding company product and brand.
- General office duties.
- Creating and interpreting a variety of reports.
- Organizing market research.
- Analyzing questionnaires and other forms of feedback.
- Updating social media accounts.

● EDUCATION AND TRAINING

01/01/2016 – 01/01/2020 Dhaka, Bangladesh

BACHELOR OF BUSINESS ADMINISTRATION East Asian University Bangladesh

01/01/2013 – 31/12/2015 Natrokona, Bangladesh

HIGHER SECONDARY CERTIFICATE Jatibar College

01/01/2000 – 31/12/2011 Dhaka, Bangladesh

SECONDARY SCHOOL CERTIFICATE Kurmitola High School

● LANGUAGE SKILLS

Mother tongue(s): **BANGLI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Word | Microsoft Powerpoint | Google Drive | Skype | Facebook | Zoom

● DRIVING LICENCE

Driving Licence: A1

Driving Licence: B1