



SAIFUL ISLAM BHUIYAN

Al Doha Al Jadeeda

+97474428369

saifulc514@gmail.com

ABOUT ME

Dedicated and reliable professional with hands-on experience in customer service, cashiering, and office technology instruction. Worked in fast-paced environments in Bangladesh, handling responsibilities with accuracy and professionalism. Completed 3 years of a B.Sc. in Computer Science, gaining strong technical and problem-solving skills. Now seeking a dynamic role in **Qatar** where I can contribute my efficiency, adaptability, and commitment to quality service.

LANGUAGES

BANGLA: NATIVE

ENGLISH: GOOD

HINDI: GOOD

PERSONAL DETAILS

Date of birth
23 Jul 1998

Nationality
Bangladeshi

Visa status
Accountant

Marital status
Married

PASSPORT DETAILS

PASSPORT NO - **A00755537**
DATE OF EXPIRY - **13 SEP 2031**

REFERENCES

ENGR. NAZRUL ISLAM
Informatics Institute, Feni
T: +8801819968411

WORK EXPERIENCE

INFORMATICS INSTITUTE FENI

Feni, Bangladesh
2016 - 2017

Assistant Teacher of Office Information Technology

- Assisted in teaching basic computer operations and MS Office
- Provided administrative and technical support

TOKYO RESTURENT

Dhaka, Bangladesh
2017 - 2018

Waiter

- Served customers and handled billing

TOKYO RESTURENT

Dhaka, Bangladesh
2018 - 2019

Cashier

- Managed cash register and ensured customer satisfaction

MOON DOHA TRAVEL & TOURISM

Doha, Qatar
Mar 2025 - Present

Office Support Staff

- Assisted with daily administrative tasks and ensured smooth office operations
- Supported senior staff with document preparation, printing, and client coordination
- Maintained office cleanliness and organized supplies

EDUCATION

SAHEEN ACADEMY SCHOOL & COLLEGE

Feni
2015

Secondary School Certificate

Complete

CHAGOLNAIYA GOVT. COLLEGE

Feni
2019

Higher Secondary Certificate

Complete

CCN UNIVERSITY OF SCIENCE & TECHNOLOGY

Cumilla

Bachelor of Science

- Completed 3 years of a 4-year undergraduate program (2021-2024)

SKILLS

MS OFFICE (WORD, EXCEL, POWERPOINT)

FINANCIAL ACCOUNTING

COMPUTER WINDOWS SETUP & REPAIR

WRITING, READING, LISTENING & SPEAKING

CASHIER

GOOD ANALYTICAL AND PROBLEM SOLVING

FACEBOOK MARKETING

TRAINING

Feni, Bangladesh
Jun 2015 - Dec 2015

MS Office Program

QATAR ID INFORMATION

QID NO - 29805014001