

Kayes Mahmud

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CAREER OBJECTIVE

To obtain Managerial position where I can show my professional excellence I learnt from my past experience and thereby want to add value to the organization.

WORK EXPERIENCE

1. FreelanCing & Clients handling :

Platform name: Fiverr
Platform type: World wide freelance platform.

Responsibilities:

- Researching and planning services.
- Leading minor errors.
- Ensuring the safety and well-being of all clients.
- Managing all services to deploy.
- Solving problems

2. Salesman

Institution Name: Jannat Cosmetics
Institution Location: Nangalkot, Cumilla

Responsibilities:

- Sales executives negotiate with clients to create mutually beneficial agreements and close deals.
- handle and resolve customer queries and complaints.
- Maintaining the technical expertise and product knowledge necessary to make sales.
- Ensuring customer satisfaction.
- Identifying potential customers.
- Excellent communication, negotiation, and relationship-building skills, with the ability to connect with clients and understand their needs.

ACADEMIC QUALIFICATION

Degree	Details	Year
Alim	General Darunnazat Siddikia Kamil Madrasha 5.00 out of 5 scale	2024
SSC	General Darunnazat Siddikia Kamil Madrasah 4.81 out of 5 scale	2022
JDC	Darunnazat Siddikia Kamil Madrasah 4.83 out of 5 scale	2019

EXTRA CURRICULAR ACTIVITIES

Championship in Cricket: Kandal Sports Club. 2020
Championship in Badminton: Nurul Amin Member Tiger Club

COMPUTER COMPETENCY

Competent in computer software operations including MS-Word, MS-Excel, Internet browsing with satisfactory typing speed.

PERSONAL STRENGTH

- Possess Good Inter personal, Oral and Writing Skills.
- Capable to Work under Pressure and in a Challenging Work Environment.
- Have Strong Leadership Capabilities and a Very Good Team Player.

LINGUISTIC SKILL

Bengali : Mother tongue
English : Good command on listening, reading, writing
& speaking. Arabic : Good reading, writing &
speaking.

PERSONAL DETAILS

Father's Name	:	Khusrullah Miaje
Mother's Name	:	Shamima Akter
Contact Address	:	Azimpur, Dhaka-1205
Permanent Address	:	Vill: Bholain, P.O: Bholain Bazar, P.S: Nangolkort, Dist: Cumilla
Date of Birth	:	Jan 01 2006
Marital Status	:	Unmarried
Nationality	:	Bangladeshi (by birth)
Religion	:	Islam
Blood group	:	A positive
National Id No.	:	1039994841


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