

## CURRICULUM VITAE

### **Mohammed Zahid Hossain (Arafat)**

**Address** : Faridabad, Dhaka  
**Cell Phone** : +88-01753986348  
**Email** : mzh.arafat.infinity@gmail.com



### My Objectives

- To exhibit excellence in every field I work.
- To serve the organization with utmost speed, quality and integrity.
- To achieve organizational and personal goals.

- **SMEC International Pty Ltd., Kuwait, GIS Team Member, Kuwait**  
**Worked** Oct, 2007 until May, 2010

#### Key Responsibilities Included:

- Organizing schedule for collecting Rain Data through Flow Monitors and Rain Gauges from all the six Governorates.
- Downloading Rain Data from the six governorates and uploading to company server.
- Identifying old storm water manhole structures for the six governorates from drawings and available data and presenting it on mapping softwares in Mapinfo and ArcGIS.

- **Sultan Center, Customer Service Advisor, Just Ask (Marketing Department), Kuwait**  
**Worked** August, 2011 until February, 2012

#### Key Responsibilities Included:

- Greeting customer on the counter and over the telephone.
- Verifying if a particular product can be ordered from the website suggested by customer.
- Following up with agents on all orders.
- Tracking shipment progress.
- Checking everyday inventory and scheduling routes for home delivery.
- Calling customers for collection of their items when available.
- Balancing Cash/K-net against all the down payments and full payments.
- Reporting total sales to Head Office at closing time.
- Submitting daily cash sales to Cash Office.

- **Booriden International Trading & Contracting Co., Sales Executive, Oil & Gas Department, Kuwait**  
**Worked** since April, 2012 until March, 2015

#### Key Responsibilities Included:

- Receiving RFQ's from EPC contractors and collecting tender documents from Kuwait Oil Company, Ministry Of Electricity & Water & Joint Operations.
- Getting prices for RFQ's and Tenders from manufacturers/suppliers.
- Maintaining correspondence with manufacturers/suppliers.
- Preparing quotations and organizing documents for RFQ's and Tender submission.

- Submitting prices, company and legal documents for Kuwait National Petroleum Company through their E-Tender Portal.
- Preparing letter of credit and bank guarantee.
- Preparing documents for vendor renewal.
- Following up with customers for quotations submitted.
- Reporting bid results and quotation feedback to management.
- Preparing and organizing documents for registration renewal of Ministry Of Electricity & Water, Kuwait Oil Company & Kuwait National Petroleum Company.
- Scheduling meeting with EPC contractors.
- Sending requests for Gate Pass to Kuwait Oil Company, Kuwait National Petroleum Company & Joint Operations for delivery or entry into their facilities.
- Maintaining spreadsheet with corresponding hard copies of files.

➤ **First Lead Limited**, Business Development Officer, Sales & Marketing Department, **Dhaka, Bangladesh**  
**Worked** since February, 2016 until now

*Key Responsibilities Included:*

- Drafting text materials for different purposes like emails, cover letter, brochures, leaflets etc.
- Organizing and preparing sections of proposals.
- Maintaining spreadsheet with corresponding hard copies of files.
- Drafting necessary official documents for RFP's, Tenders, EOI's, Enlistments submissions and for other official correspondence purpose.
- Preparing and organizing various legal documents for RFP's, Tenders, EOI's and Enlistments.
- Organizing and coordinating team effort for conducting events like seminar, conference etc.
- Filling in communication gap for support services.

**Education Qualifications**

- Year 2010 – Bachelor Of Business Administration, Sikkim Manipal University, India.
- Year 2003 – Senior School Certificate Examination (CBSE board, India) United Indian School, Kuwait.
- Year 2001 – Secondary School Certificate Examination (CBSE board, India) United Indian School, Kuwait

**Computer Knowledge**

- Ms – Word
- Ms – Excel
- Ms – Powerpoint
- Internet

**Skills**

- Communication skills – Listening, speaking and writing. Interpret what others are saying and organize and express their thoughts clearly.
- Teamwork – Ability to work with different people.
- Analytical and problem solving skills – Capability to use creativity, reasoning and past experiences to identify and solve problems effectively.

- Personal management skills – Able to plan and manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments.
- Interpersonal effectiveness – Capacity to relate to co-workers and build relationships with others in the organization.
- Computer/technical literacy – Proficient with basic computer skills.
- Learning skills – Open to learning and able to adopt to changes.
- Strong work values – Straight forward, dependable, honest and confident with a positive attitude.

### Strengths

- Friendly nature.
- Pleasing personality.
- Desire and willingness to learn.
- Ability to adapt to various situations with different kinds of people.
- Expertise in communication skills &
- Confidence in my capabilities.

### Personal Details

**Fathers Name** : Mohammed Alamgir  
**Mothers Name** : Jesmin Ara  
**Date Of Birth** : 12<sup>th</sup> August, 1985  
**Martial Status** : Single  
**Cell Phone** : +88-01753986348  
**Languages Known** : English, Hindi & Bengali

### References

- **Major Md Alamgir Hussain Dewan** (Mobile No.+88-01712036373), Relation: Uncle, Personal Secretary To Dean, Faculty Of Business Studies, Bangladesh Univesity Of Professionals (BUP), Mirpur Cantonment, Dhaka – 1216.
- **Md Rezaul Karim** (Mobile No. +88-01678004280), Relation: Colleague/Friend, Assistant General Manager at Infinity Technology International Ltd. BDBL Bhaban, 12 Kawran Bazar, Level - 6, Dhaka – 1215.