

ROMJAN



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Dubai United Arab Emirates

PROFESSIONAL SUMMARY

Detail-oriented Retail Merchandiser talented in monitoring inventory levels and predicting product demand. Monitors supply levels and product marketing for optimal sales. Skillful in creatively conceptualizing and building artistic framework around any given assignment. Pays close attention to detail and creates displays which engage and intrigue.

SKILLS

- HTML
- CSS
- Data Entry
- Sales
- Written Communication
- Problem-Solving
- Self-Motivated
- Planning and Coordination
- Organization and Time Management

EDUCATION

National University of Bangladesh

Dhaka • 07/2019

Under Graduate: Accounting

- Continuing education in Accounting
- Compete BBA 2nd Semester out of 4 semester in 2019

Purbo Madaripur College

Dhaka • 07/2015

High School Diploma

WEBSITES, PORTFOLIOS, PROFILES

- <https://romjan123.github.io/romjan/>
- <https://twitter.com/romjan1995>
- <https://linkedin.com/in/romjan1995>

WORK HISTORY

Ayesha Ismaeil Technical Services - Assistant Accountant

Dubai, AE • 02/2021 - Current

- Reviewed general ledger entries and assessed accuracy.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Evaluated and improved accuracy and completeness of financial records.
- Completed financial reports to inform managers and stakeholders.
- Maintained accurate and complete documentation to facilitate accounting and filing functions
- Balanced and submitted financial reports for review and approval
- Processed payroll by validating work hours and attendance of employees
- Compiled general ledger entries on short schedule with 100% accuracy

Arabian Trading Supplier - Sales Merchandiser

Riyadh, Saudi Arabia • 07/2017 - 07/2019

- Advanced sales cycle plans by maximizing placement

of promotions, point of sale materials and product visibility.

- Planned and coordinated product availability for advertising and promotion purposes.
- Ran markdown reports, managed store replenishment and analyzed buying reports.
- Removed damaged, out-of-code, not-in-set and discontinued items from displays.
- Updated pricing and signage to complete product displays and educate customers.
- Answered customer questions regarding store merchandise, department information and pricing.
- Verified products appeared at correct locations in proper quantities.
- Monitored inventory levels and kept adequate stock in product displays on sales floor.
- Established strong vendor relationships to maintain and support business.
- Oversaw procurement of products and apparel for CBD retail chain store, monitoring annual budget of \$80'000

LANGUAGES

English



Upper intermediate (B2)

Hindi



Advanced (C1)

Arabic



Elementary (A2)