

ROMJAN

romjanbepari727@gmail.com | +971527807057 | Dubai United Arab Emirates

WEBSITE, PORTFOLIO, PROFILES

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

PROFESSIONAL SUMMARY

Talented Sales Merchandiser well-versed in stocking merchandise and planning promotional displays. Demonstrated success in collaborating with store and advertising management to create and deploy successful merchandising strategies for seasonal and promotional needs. Offering 2-year background marketing products within stores to maximize product profitability.

SKILLS

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

WORK HISTORY

Feb 2021 - Current

Assistant Accountant

Ayesha Ismaeil Technical
Services - Dubai, AE

- 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

Jul 2017 - Jul 2019

Sales Merchandiser

Arabian Trading Supplier -
Riyadh, Saudi Arabia

- 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

EDUCATION

Jul 2019

Under Graduate: Accounting

National University of Bangladesh | Dhaka

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

Jul 2015

High School Diploma

Purbo Madaripur College | Dhaka

FOOTBALL

We play football because **it is fun, challenging and exciting**. Most of people love being part of a team. Football teaches cooperation and team work, helps develop positive social skills and teaches respect for others. It helps build self-confidence, a positive self-image and self-worth.

LANGUAGES

English

Upper intermediate (B2)

Arabic

Elementary (A2)

Hindi

Advanced (C1)