

ROMJAN



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Dhaka, Bangladesh 8040

PROFESSIONAL SUMMARY

Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning.

SKILLS

- Data Verification
- Alphanumeric Entry
- Patient Charting
- Monthly Closings
- Efficient Data Entry
- Compiling Statistics
- Maintaining Confidentiality
- Advanced Excel Spreadsheet Functions
- Verifying Data Accuracy
- Data Transcription
- Word Processing
- Accounting Remittances
- Customer Care
- Data Backups

EDUCATION

National University Of Bangladesh

Dhaka • 01/2019

Under Graduate: Accounting And Business Management

- Professional development completed in Accounting
- Completed BBA Honors 2 Semester Out of 4 Semester

Porbo Madaripur College

Dhaka • 08/2015

WEBSITE, PORTFOLIO, PROFILES

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

WORK HISTORY

Ayesha Ismaeil Technical Services - Data Entry Clerk Dubai, AE • 02/2021 - 01/2023

- Scanned documents and saved in database to keep records of essential organizational information.
- Completed data entry tasks with accuracy and efficiency.
- Verified accuracy of data before transcribing.
- Corrected data entry errors to prevent later issues such as duplication or data degradation.
- Added documents to file records and created new records to support filing needs.
- Documents completed work in appropriate logbooks.
- Created reports based on up-to-date data to inform business decisions.

Arabian Trading Supplier - Sales Merchandiser Riyadh, SA • 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.

High School Diploma

CERTIFICATIONS

- Certified Data Entry Clerk,
Ayesha Ismaeil Technical
Services - 2021-2022

- 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.
- Inspected merchandise for quality and arranged proper display location on floor.
- Verified products appeared at correct locations in proper quantities.
- Monitored inventory levels and kept adequate stock in product displays on sales floor.
- Oversaw procurement of products and apparel for CBD retail chain store, monitoring annual budget of \$170000

LANGUAGES

Arabic

Elementary (A2)

English

Upper intermediate (B2)

Hindi

Advanced (C1)