



Rabib Ahmad

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Objective: A position which will provide the opportunity to utilize my excellent customer service skills, while fostering the growth of my sales and service experience.

Qualifications:

- Over 5 years' experience in customer service & Auditing.
- Sincere ability to interact with customers and ensure a great customer focused experience
- Effective team player also efficient in working independently with minimal supervision
- Highly proficient in computer skills including MS Word, Excel, Access, and PowerPoint
- Able to build strong ongoing relationship with customers taking accountability of issues
- Excellent communication skills in both oral and written formats

Personal Strengths

- Flexible to work varied shifts including weekends
- Highly developed work ethic: driven and quick to learn and implement new procedures
- Detail-oriented and able to process repetitive workload quickly and accurately
- Able to work at a fast pace while ensuring quality and care expectations are exceeded

Work Experience

Auditor – customer service & Auditing

2021 Apr. – Curr.

M.S Rahman Filling Station , Chourhash, Kushtia

Officer – Communication Officer

2020 Nov. - 2021 Mar.

Shiroa Development Society

- To perform administrative duties and responsibilities of the head office.
- To preform the official duties and responsibilities of the organization.
- Storage and control of all information related to the admin of the company's automation software.

Shift - Supervisor

2020 Jun. - 2020 Oct.

Intraco CNG Refueling Station Ltd. Bogura

- To performing supervise segment and other offerings of the company.
- All employees of the company pay special attention to the above.

Auditor – customer service & Auditing**2016 Jan. – 2020 May.**

M.S Rahman Filling Station , Chourhash, Kushtia

- Prepare financial statements and reports for company management.
- Record the amount of money spent and receive daily by company management, using computer cash-flow software.
- Develop and check budgets.
- Recommend an appropriate tax structure for a client to use the most efficient way of holding tax assets.
- Analyze how well a business is performing financially.

Education

- Masters 'Sociology', 1001-Kushtia Government College, Kushtia . January 2018
- Bachelor Of Social Science, 1001-Kushtia Government College, Kushtia . March 2016
- Higher Secondary School Certificate, Kushtia Government College , Kushtia . August 2013
- Secondary School Certificate, Kushtia Zilla School Kushtia . June 2007

References Available Upon Request