

# **MD MUKIT KAISAR**

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## **Professional Summary**

Dynamic result oriented individual with 9 years of professional experience in Client Support. Coherent and persuasive in dealing with management, peers, staffs, and diverse clientele. Adapt quickly to new environment and thrive on multiple tasks. Wishing to leverage my experience to fill the position at your company.

## **Skills**

- Strong exposure to Microsoft Office
- Excellent approach to solving problem.
- Great interpersonal and customer relation skills.
- HTML, CSS, JavaScript
- Advanced Photography and Editing
- A calm professional with flexible and adaptable approach to work.
- Language skills: fluent in English, Bengali, Hindi.
- Deadline driven.

## **Work History**

### **The Brick**

CSR (Customer Service Representative)

11<sup>th</sup> August 2019, to 19<sup>th</sup> March 2020

### **Duties**

- Preparing opening and closing daily reports.
- Attending clients phone calls and answer their queries
- Carefully dealing the warranty's of the clients
- Confirming scheduled pickups and deliveries with the clients
- Attending the customers
- Cash management
- Ordering parts and services for the customers
- Checking inventories
- Reserving inventories if needed

### **INTRIA-CIBC**

Processor

13<sup>th</sup> September, 2017 – 8<sup>th</sup> August 2019

Accountability and balancing client's everyday deposits, ATMs, RDC's, and everyday's coin orders professionally and flawlessly along with the Receive and Dispatched of everyday's inflows and outflows from the clients all over the Province.

### **Duties**

- Processing, Verifying and Balancing client's deposits
- Processing and Balancing Coin

- Preparing, sorting and slicing the ATM's for processing
- Preparing, processing and balancing the RDC's
- Performing R&D
- US Cash Balancing

## **Marshalls Home Sense**

**Sales Associate & Cashier**

March 2017 – June 2017

### **Duties**

- Processed point of sales purchases & returns.
- Comply with health and safety procedure.
- Actively seeking customer satisfaction.
- Maintain in-stock and presentable condition in assigned area.
- Receiving merchandise & processing them.
- Building a good relationship with the customer.

## **Chicken Delight**

**Shifting Supervisor and Cashier**

November 2016 – October 2017

### **Duties**

- Handling and Balancing every day's cash
- Preparing every day's sales report
- Supervising the servers
- Placing orders for inventories
- Taking and making orders from customers

## **MetLife (USA)**

**Client Support & Financial Associate**

February 2010 – October 2016

Along with my study, I have worked in the **Support team** as **Client Support** at **MetLife USA** located in Bangladesh where I had to deal with numerous types of people every day to solve their problems and answer to all of their queries in a fast pace environment.

### **Duties**

- Client's problem solving over phone
- Answering all the query's of the client's over phone
- Selling Insurance
- Proper handling of client's premiums
- Meeting client's claims and reporting the claims in organized manner
- Depositing client's premiums
- Giving accurate advice to the clients
- Building strong relationship with the clients

## **SB Electronics**

### **Manager**

March 2016 – October 2016

Worked as a **Manager** at SB Electronics, (Dhaka Bangladesh) where I had to operate the whole shop, managing the stuffs, dealing with the customers along with maintaining the inventories of the shop and also maintain the website and online orders of the shop.

#### **Duties**

- Maintaining and Balancing every day's cash inflows and outflows
- Attending customers and meeting their needs
- Preparing end of the days balance sheet
- Profit and Loss analysis at the end of every month
- Maintaining On-line advertisement & process the online orders
- Controlling and maintaining the store's web site
- Supervising the Stuffs and co-workers

#### **Education**

Possesses **Bachelor** and **Master** in Business Administration degrees, majoring in Marketing. These degrees enhance my problem solving ability which is applied to understand user requirements and make recommendations to ensure project completion.

- **Master in Business Administration.**  
Eastern University (Dhaka Bangladesh) 2013-2015
- **Bachelor in Business Administration.**  
National University. (Dhaka Bangladesh) 2008-2013

#### **Personal Interests**

#### **Web Development**

I am passionate about computers and love Web Development. That's why to cope up with the fast pace computing world, I didn't hesitate to throw myself to learn the web development which helped me a lot to understand my clients and their needs even more efficiently when I merged my marketing skills with the web development process. Which Includes,

- HTML5
- CSS3
- JavaScript

#### **Photography & Editing (2011- Present)**

I am also passionate about photography which I started as a hobby. But with time, it grew more and more and took me to the professional world of photography where I have covered number of professional events such as fashion shows, weddings, Magazine photo shoots, calendar photo shoots and portrait photography.

## **Diploma in Photography**

2011 September – 2012 August

(Dhaka University, Bangladesh)

### **Completed Course**

- Fundamental of Photography
- Advanced Photography
- Advanced Lighting
- SLR and DSLR operation and mechanism
- Adobe Photoshop CS4, CS5
- Adobe Light Room CS4, CS5

My website: mukitkaisar.com

Link to my photography Page: [www.facebook.com/RefatPhotography](http://www.facebook.com/RefatPhotography)