

Contact

Phone

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Email

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Education

2018 - 2020

Secondary School Certificate

INTEGRATED INDIAN SCHOOL

Jleeb Al-Shuyoukh, Kuwait.

2020 - 2022

Higher Secondary School Certificate

INTEGRATED INDIAN SCHOOL

Jleeb Al-Shuyoukh, Kuwait.

Bachelor's degree

2023 Present

Diploma in Business & Management

Association of Business Executives

ABE UK

- Operations Management
- Managing Stakeholder Relationships
- Managing Agile Organizations & People
- Innovation & Business Performance

Soft Skills

- Windows XP- MS 365
- MS Word 2010
- MS Excel 2010
- MS Outlook 2010
- Internet fundamentals

Certification

- CompTIA - A+
Student ID: NHB20497

Personal information

Gender : Female
Marital Status : Single
Date Of Birth : 22/02/2004
Nationality : Bangladeshi
Civil Id : 304022201471
Expiry date : 12/01/2025

Language

English (bilingual)
Bangla (Native)
Arabic (Basic)
Hindi (Basic)

Mariam

I am an ambitious and dedicated individual seeking an entry-level position. I am eager to embark on a challenging and rewarding career. My objective is to leverage my academic background, coupled with my passion to contribute effectively to a dynamic and innovative work environment. I am seeking an opportunity to apply my theoretical knowledge and gain practical experience, while continually learning and growing within a professional setting. I am confident in my ability to make a positive contribution to your team. I am excited about the opportunity to learn and grow within your organization and contribute to its success.

Experience

Al Malek Money changer

Currency Exchange Teller

2024

- Perform currency exchange transactions efficiently and accurately using software such as INSTANT CASH, EZREMIT, SHIFT, or any other designated platforms.
- Customer Assistance: Provide excellent customer service to clients, particularly focusing on Asian customers, by understanding their specific needs and preferences related to currency exchange.
- Transaction Management: Handle currency exchange transactions from initiation to completion, ensuring compliance with regulatory requirements and company policies.
- Foreign Exchange Rates: Stay updated with the latest foreign exchange rates and provide timely and accurate information to customers regarding currency conversion rates.

Nursery Teacher

- Co-designed lesson plans for various classes
- Taught classes using modern teaching methods
- Fostered a supportive and encouraging classroom environment

Sales Lady

- Develop a comprehensive understanding of the products or services offered by the company.
- Stay updated on product specifications, pricing, and any promotional offers.
- Ensure that the sales area is well-maintained and products are properly displayed and stocked.

PERSONAL ATTRIBUTE AND STRENGTHS

- Quick understanding and grasp of the situation.
- Ability to work under pressure.
- Driver and desire to succeed.
- Excellent communication & interpersonal skills
- Confident and willing to take responsibility.
- Ability to adapt quickly to challenges and changing environment.
- Positive approach thinking

ACTIVITIES

- Reading books
- Gaming
- Tutoring
- Volunteering

DECLARATION: The above information is true to the best of my ability of knowledge and belief. I shall prove my best ability to the satisfaction of my superiors.