

MASUD PARVEZ



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☎ +97430976025

📍 Doha, Qatar

🚀 SKILLS

MS Office

Self motivation

Interpersonal skills

Professionalism

Multitasking

Reliability

Time management

Data entry proficiency

Customer support

Teamwork and collaboration

🗣️ LANGUAGES

English

Arabic

Hindi

Bangla

🎯 OBJECTIVE

Seeking a dynamic and competitive role in a company where I can apply my recent experience and fully utilize my potential. Highly driven to join a team where my skills can continually be enhanced and put to great use.

📁 EXPERIENCE

Representative

January 2023 - May 2024

Anwarusama trading, Doha, Qatar

Providing customer support, Data entry, communicating with other departments, and handle visa applications for company workers, including renewal and cancellation, and making copies, scanning and filing documents, and customer service skills in a front-desk environment.

Chef assistant/helper

January 2022 - December 2022

Royal crops(factory), Doha, qatar

Cleaned and maintained work areas, equipment and utensils.

Cashier and waiter

January 2021 - December 2021

Shabab cafeteria Bangladesh, Doha, Qatar

To serve food and drink orders. Check dishes and kitchenware for cleanliness and presentation and report any problems. Organize the table and keep up a neat and clean dining area. Gather bill payments.

Representative

September 2017 - December 2020

Green line trading and contracting, Doha, Qatar

Providing customer support, Data entry, communicating with other departments, and handle visa applications for company workers, including renewal and cancellation, and making copies, scanning and filing documents, and customer service skills in a front-desk environment.

🎓 EDUCATION

H.S.C

2014

Feni City College, Feni, Bangladesh