



MD ZUEL RANA



About Me

Hardworking and dedicated professional with experience in driving, office support, and sales. Skilled in operating light vehicles, handling administrative tasks, and assisting in retail environments. Strong communication and teamwork abilities with a commitment to delivering excellent service. Seeking a suitable position to utilize my skills and contribute effectively to a growing organization.



Contact



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Dubai, UAE



Skills

- ✓ Light Vehicle Driving (UAE)
- ✓ Office Administration & Support
- ✓ Basic Computer & Photocopying (MS Office)



Language

English (Basic)
Hindi/Urdu (Fluent)
Bengali (Native)

AVAILABILITY & PREFERENCES

- ✓ Ready to join immediately
- ✓ Open to full-time opportunities
- ✓ Flexible with work shifts



Education

- SSC (Secondary School Certificate)



Experience

Light Vehicle Driver



UAE | 1 Year Experience

Safely operated light vehicles, ensuring timely and secure transportation.

Followed traffic regulations and maintained vehicle cleanliness.

Assisted passengers with luggage and provided excellent customer service.

Office Boy



Al Saad Copying, Graphic & Equmic | 2 Years Experience

Managed office cleanliness and organized documents efficiently.

Assisted staff with photocopying, filing, and handling couriers.

Ensured a well-maintained work environment and supported daily office operations.

Supermarket Salesman

Assisted customers in selecting products and provided excellent customer service.

Managed inventory, restocked shelves, and maintained store cleanliness.

Processed payments and handled cash transactions accurately.