

MOHAMMAD AUAD UDDIN

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PROFILE SUMMARY

Dedicated and customer-focused professional with extensive experience in sales, business operations, and administrative management. Proven ability to manage teams, maintain office decorum, and ensure seamless daily operations. Strong expertise in customer relationship management, data entry, payroll handling, and email communication. Adept at handling client interactions, staff supervision, and business development, with a track record of successfully managing retail and service-oriented businesses. Proficient in Microsoft Word, email correspondence, and multilingual communication in English, Hindi, and Bangla. Holds a background in Business Administration with a specialization in HRM. Seeking to leverage skills and experience in a dynamic and growth-oriented organization.

KEY SKILLS

✓ Sales & Customer Engagement	✓ Data Entry & Record Keeping	✓ Problem-Solving & Decision-Making
✓ Business Operations & Management	✓ Client Relationship Management	✓ Time Management & Multitasking
✓ Office Administration & Organization	✓ Email & Business Communication	✓ Team Collaboration & Leadership
✓ Inventory & Stock Control	✓ Microsoft Word & Office Tools	✓ Customer Service & Satisfaction
✓ Payroll & Staff Supervision	✓ Multilingual Communication (English, Hindi, Bangla)	

WORK EXPERIENCE

OutDoor Sales Executive – Miss Rose, Deira, Gold Souk (Jan 2025 – Mar 2025)

- Engaged in outdoor sales, promoting products to potential customers in the Gold Souk area.
- Developed customer relationships and enhanced brand visibility through direct sales.
- Achieved sales targets by leveraging strong interpersonal and negotiation skills.
- Provided product demonstrations and assisted clients in making informed purchasing decisions.

Housekeeping & Cleaning – Skill Crew Services (Sep 2024 – Dec 2024) | Dubai, UAE

- Maintained high standards of cleanliness and hygiene in office and residential spaces.
- Managed housekeeping supplies and ensured proper inventory control.
- Provided excellent customer service by addressing client requests and concerns promptly.
- Ensured compliance with safety and sanitation regulations.
- Assisted in maintaining a clean and organized workplace environment.

Sales Executive – Basket Grocery Shop (Jun 2023 – May 2024) | Chattogram, Bangladesh

- Assisted customers in selecting products while providing excellent customer service.
- Managed inventory, restocked shelves, and ensured proper product placement.
- Handled cash transactions, processed payments, and maintained sales records.
- Developed and maintained relationships with regular customers to boost sales.
- Monitored market trends and customer preferences to improve product selection.

Proprietor – Noor Cosmetics & Jewellery (Jan 2017 – May 2023) | Chattogram, Bangladesh

- Successfully managed daily operations, including inventory control, sales, and customer service.
- Led marketing strategies to attract customers and increase brand awareness.
- Negotiated with suppliers and vendors for cost-effective purchasing.
- Maintained financial records, handled payroll, and managed business expenditures.
- Provided personalized service to customers, enhancing overall satisfaction and retention.

Sales Executive – AB Fashion & Boutiques (Jan 2013 – Dec 2016) | Chattogram, Bangladesh

- Assisted customers with product selection, styling advice, and after-sales service.
- Achieved sales targets by effectively promoting fashion products and accessories.
- Managed stock levels, conducted inventory checks, and coordinated product displays.
- Handled billing, payments, and customer transactions with accuracy.
- Collaborated with team members to enhance store performance and customer experience.

EDUCATION

Bachelor of Business Administration (BBA), Major: HRM, Premier University, Bangladesh, Final year DROPOUT

Higher Secondary Certificate (HSC), Education Board: Chattogram, Concentration/Major: Business Studies - **2010**

Secondary School Certificate (SSC), Education Board: Chattogram, Concentration/Major: Business Studies - **2008**

PERSONAL INFORMATION

Father's Name: Mohammed Rafiq

Date of Birth: August 31, 1993

Passport No: A07426645

Passport Issue & Expiry Date: 02-04-2023 to 01-04-2033

United Arab Emirates ID No. 784-1993-9489100-8

Passport Issue Place: Bangladesh

Nationality: Bangladeshi

Availability: As per Business Requirements.