

TANVIR HOSSAIN

Nationality: Bangladeshi • UAE Resident
Passport no. A00174370 • Expiry: 22 Nov, 2030
Date of Birth: 2 April, 1996 • Age: 27 years

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Address: Apartment 120, Spica Residence, JVC, Dubai, UAE



PROFESSIONAL SUMMERY

Hard working and responsible multi skilled fast learner and tech savvy individual with high stamina, always keen to learn new things ready to support a fast-paced environment.

EXPERIENCES

Restaurant Cashier and Customer Service Representative Poppadom Indian Takeaway, Dubai January, 2022 – Current

- Menu Memorisation
- Customer service both telephone and walk-in as per the customer compliance
- Presenting menu and provide detailed information describing the way of preparation, taste, and look as well as about portions, ingredients or potential food allergies
- Taking order from Walk- in customer
- Taking order Through Telephone
- Receiving Order using different online portal.
- Dispatching Order and submit in system
- Oversee Computer system, Cashiering and Accounting
- Cash Management
- Ensuring food safety

General Labour (warehouse) Woodcraft, Dubai June, 2022 – December, 2022

- Receiving Inventories
- Loading – unloading vehicle and storing inventories in proper place.
- Keeping neat and clean work area
- Packing
- Dispatching
- Inputting data into the system (sometimes)

Retail Cashier Jessore General Store April, 2017 - December, 2021

- Operated cash register to process customer orders and maintained knowledge of product codes to accurately input appropriate merchandise.
- Greeted customers and offered assistance with retrieving and locating products throughout store.
- Reviewed tags on product shelves to confirm proper pricing and made price changes when requested by store manager.
- VAT Entry

EDUCATION

Higher Secondary Certificate (12th grade/EQF-4) • Science
Shaheed Shirajuddin Hossain College • Jashore, Bangladesh

Secondary School Certificate (10th grade/EQF-2) • Science
Selompur Secondary School • Jashore, Bangladesh

SKILLS

- Customer service
- Table manner
- Presenting menu
- Receiving payment using different POS as well as in cash
- Office Administration
- Data Entry
- Operating different Machine and devices as per the direction.
- Fast learner
- Excellent IT knowledge
- Excellent Interpersonal Skills
- English fluency.

IT Skills

Microsoft Office Program
Adobe Photoshop and Illustrator
Any other computer application

LANGUAGE

English ■■■■
Bengali ■■■■
Hindi ■■■■

Hobbies

Gardening, Reading Novel and travelling

Volunteer work

Red Crescent Youth Volunteer member
(Health and disaster response team);

National Health Awareness Team
member;

Bangladesh National Scout;

April 2012 – April, 2014

January, 2010 – December, 2012