



TAUHID BIN SAYED

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A: Bin Mahmood, Doha, Qatar

PROFESSIONAL SUMMARY:

Reliable and detail-oriented Administrative Assistant and Customer Service Representative with strong organizational, communication, and computer skills. Experienced in data entry, document handling, record keeping and providing administrative support. A hardworking and quick learner with the ability to work effectively both independently and as part of a team. Committed to maintaining accuracy, confidentiality, and professionalism while supporting daily office operations.

SKILLS:

- Computer Application
- Time Management
- Sales & Transaction Record
- Data Entry
- Relationship Management
- Administrative & Office Support
- Team Coordination
- Documentation & Filing
- Negotiation Skills
- Problem-Solving
- Customer Service & Support
- Daily Operation Support

WORK EXPERIENCE:

Administrative Assistant Shopno Super Shop

2022–2025

- Supported smooth day-to-day retail and operational activities.
- Assisted customers and supported customer-related activities.
- Supported team members in completing daily operational tasks.
- Maintained organized work areas and followed workplace procedures.

Customer Service Representative Mina Bazar

2019–2021

- Provided friendly and efficient customer service.
- Supported smooth daily retail operations.
- Recorded and maintained accurate sales and transaction data.

Sales Officer United Finance Limited

2016–2018

- Supported business operations and administrative activities.
- Prepared reports, documents, and internal records accurately.
- Worked with sales and business-related information.
- Supported daily office operations and team activities.
- Assisted with documentation and record management.

EDUCATION:

Bachelor of Business Administration

2011–2015

American International University - Bangladesh

- Major in Business Administration.
- Focused on Accounting, Customer Relationship Management.

ADDITIONAL INFORMATION:

- **Languages:** English (Fluent) - Hindi (Intermediate) - Arabic (Basic) - Bengali (Native)
- **Certifications:** Certified Microsoft Office, Certificate in Creative Writing, Certificate in Admin Support.