



MONIR AHMAD

Sales Associate

Profile

Detail-oriented professional with expertise in relational databases, MS Word, MS Excel, and PowerPoint. Proficient in graphics design using Adobe Photoshop and Adobe Illustrator. Skilled in internet browsing, email management, inventory management, networking, public speaking, and administrative support. Demonstrates a calm demeanour under pressure and a strong customer-focused approach. Adept at accounting tasks with a goal to leverage skills in a dynamic work environment.

Employment History

Sales Assistant at Asiya saeed Foundation, Riyadh

January 2024 — March 2025

Maintained organized filing systems, both physical and digital, to ensure easy access to important documents. Assisted in preparing reports and presentations by gathering and organizing necessary data in a timely manner. Managed scheduling and logistics for meetings and events, optimizing team efficiency and productivity. Maintained up-to-date knowledge of product features and promotions to effectively assist customers during transactions.

Inspector Officer at HSBD, Dhaka

January 2022 — November 2023

- Conducted comprehensive inspections to ensure compliance with safety and quality standards.
- Developed detailed reports on inspection findings, providing actionable recommendations for improvements.
- Collaborated with cross-functional teams to address inspection issues and enhance operational efficiency.
- Implemented inventory management protocols to optimize resource allocation and reduce waste.
- Facilitated training sessions on inspection processes and safety regulations for team members.

Office boy at Herbin Electric International, Riyadh

April 2025 — August 2025

- Provided administrative support to various departments, ensuring efficient office operations.
- Managed inventory, tracked supplies, and coordinated procurement processes.
- Assisted in customer service interactions, resolving inquiries and enhancing satisfaction.
- Performed data entry and maintained organized records using MS Excel.
- Supported team members with document preparation and presentation graphics using MS Word and PowerPoint.

Details

Riyadh
Saudi Arabia
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Skills

Relational Database

MS Word

MS Excel

Power Point

Adobe Photoshop

Adobe Illustrator

Internet

Internet Browsing

Email Create

Email Send

Email Reply

Inventory management

Networking

Public speaking

Administrative support

Customer focused

Accounting

Calm under pressure

Languages

Bengali

English

Arabic

Education

HSC (Math, biology,physics, Chemistry), Dhaka College,
Dhaka,Bangladesh. , Dhaka

June 2015 — July 2017