

# SAMSUR RAHMAN KHAN

Karimpur Tea State, Rajnagar, Moulvibazar  
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## OBJECTIVE

Motivated and career-oriented professional seeking an office position in a dynamic organization. Strong communication, interpersonal, and teamwork skills. Skilled in office management, problem-solving, and organizational tasks. Quick learner committed to contributing positively to company growth while developing professional skills.

## EXPERIENCE

### Express Food Company Saudi Arabia

November 2023 - November 2025

Team Member

Assisted customers with product selection and provided excellent customer service. Handled billing, cash transactions, and POS operations accurately. Resolved customer complaints politely and professionally.

### Khan Electronics

January 2023 - September 2023

Sales Executive

Worked as a Sales Executive in an electronics showroom for 8 months. Assisted customers, handled billing and POS operations, maintained product displays, and achieved sales targets through strong communication and customer service skills.

### Brac

April 2021 - October 2021

Training Teacher

Worked for 6 months in a teaching program at BRAC, conducting classes, assisting students with learning activities, maintaining records, and supporting overall program operations.

## EDUCATION

### Rajnagar College

2016

HSC

2.25

### Khalagoan Karimpur High School

2014

SSC

3.13



## PERSONAL DETAILS

Marital Status : Single

Nationality : Bangladesh

Gender : Male

Driving Licence : Learner

## SKILLS

Teamwork & Problem solving



Good communication & Customer service



MS Office (Word, Excel)



Basic Internet & Email handling



## LANGUAGES

Bangla

Hindi

English

Arabic

## INTERESTS

Travelling & Bike riding

Learning new skills

Volunteering in community activities

Playing team sports