

ABDUR RAHMAN

Salna, Gazipur

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01922795290



PROFESSIONAL SUMMARY

Hafez & Alem with experience in Travel & Tourism executive role, skilled in client service, coordination and Islamic ethical professionalism. Aiming to build strong business capability and serve the Muslim Ummah with honesty & value.

CORE SKILLS

Customer Handling & Communication

Visa Processing

Travel / Banking Work Handling

Islamic Ethical Professionalism

Graphics Design

Video Editing

Accounting & Cash Handling

Microsoft Office (Excel / Word / PPT)

PROFESSIONAL EXPERIENCE

Best Travels Ltd | Executive

July 2025 – Present (4 Months)

Designed marketing contents and handled 2 professional Facebook business pages

Supported visa processing documentation & client coordination

Banking account handling support & daily cash/account related works

Assisted in office management, file organizing and operations workflow

Customer communication with ethical Islamic professionalism and service mindset

EDUCATION

Graduation in Islamic Hadith — Jamia Islamia Darul Uloom, Rupganj

2025

Hifz-ul-Quran (Hafiz) — Jamia Ashrafia, Gazipur

2016

SSC — Bangladesh Open University

2025

CERTIFICATIONS / TRAININGS

Small Business Management (3 Months) –
As Sunnah Skill Development Institute | 2025

Apparel Screen Printing (3 Months) –
UCEP Bangladesh | 2024

Courses Completed (10 Minute School):

Basics of Management	Graphic Designing with Photoshop
Money Management	Logo Design করে Freelancing
Career Guidance	Presentation & Public Speaking
Start Your Own Business	Motion Graphics in After Effects
Adobe Illustrator	English for Everyday
Email Writing	Mobile Photography and Videography

LANGUAGE

Bangla (Native)
English (Communicative)
Arabic (Communicative)

PERSONAL DETAILS

Nationality : Bangladesh
Date of Birth : 10-10-2002
Present Address : B-32 Kazi Bari Salna Gazipur

REFERENCES

Name : Tanvir Ahmad
Institute Name : As Sunnah Skill Development Institute
Position : In-charge
Phone : 01898773883
Email : tanvir.assadi@gmail.com

Name : Mohiuddin Khandaker Shojib
Institute name : PFEC Global
Position : Student Counsellor
Phone : 01838348942
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