PERSONAL INFORMATION

# MOHAMMAD ARMAN




Bangladesh
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Sex Male | Passport A14868570 | Date of birth 01/02/2003 | Nationality Bangladeshi

PERSONAL SUMMERY

Hardworking and versatile professional with a diverse background in warehouse operations, production supervision, delivery logistics, and customer service. Adept at handling physical tasks safely while managing fast-paced workplace demands. Seeking a General Worker position to leverage practical experience, teamwork, and time-management skills to drive operational success.

JOB APPLIED FOR POSITION

## General Worker

WORK EXPERIENCE

Apr 2026 -Present

### CASHIER & CUSTOMER SERVICE REPRESENTATIVE

***Chittagong Restaurant***
Abha, Saudi Arabia.
Job Responsibilities

- Cash Management: Handled cash register transactions quickly and accurately while balancing daily point-of-sale (POS) systems.
- Customer Relations: Delivered friendly, high-quality customer service and resolved complex client inquiries with complete professionalism.
- Hygiene Standards: Maintained exceptional cleanliness and strict sanitation codes across the counter and equipment stations.

Dec 2025 – Mar 2026

### WAREHOUSE PACKAGING SPECIALIST

***Noon Online Shopping***
Riyadh, Saudi Arabia.
Job Responsibilities

- Order Fulfillment: Sorted, assembled, and packed online customer orders with high speed, accuracy, and meticulous attention to detail.
- System Logging: Utilized internal database systems and basic software documentation to track shipments and communicate workflows.
- Problem Solving: Applied critical thinking models to identify inventory errors and safely resolve shipment bottlenecks.

Jun 2025 – Nov 2025

### CAR RIDER / DELIVERY DRIVER

***Hunger station***
Abha, Saudi Arabia
Job Responsibilities

- Order Delivery: Transported food and beverage orders efficiently from local merchants to customers across Abha city using GPS navigation.
- Customer Service: Maintained a professional, polite, and helpful attitude during order drop-offs to ensure high customer satisfaction ratings.
- Time Management: Planned optimal driving routes to guarantee punctual deliveries while strictly adhering to safety and traffic regulations.
- Order Accuracy: Verified order details and packaging security prior to departure to prevent delivery errors and maintain food quality.

Jan 2021 – Oct 2025

**PRODUCTION SUPERVISOR**

***Choice Collection***

Dhaka, Bangladesh.

Job Responsibilities

- Operations Leadership: Directed daily factory floor activities and coordinated production machinery setups to hit core corporate targets.
- Quality Assurance: Monitored end-to-end product assembly phases to enforce manufacturing quality and regulatory benchmarks.
- Staff Management: Allocated tasks, evaluated team performance matrices, and trained new workers on standard operating procedures (SOPs).

## EDUCATION AND TRAINING

2022

### Higher Secondary Certificate (H.S.C.) In Business

Salimullah University College | GPA- 3.25 Out of 5.00

Dhaka, Bangladesh.

## PERSONAL SKILLS

Mother tongue(s): Bengali

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---|---|---|---|---|---|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | Good | Excellent | Basic | Basic | Excellent |
| | No Relevant Certificates | | | | |
| Hindi | Good | N/A | Good | Good | N/A |
| | No Relevant Certificates | | | | |
| Arabic | Good | N/A | Good | Good | N/A |
| | No Relevant Certificates | | | | |

Communication skills

- Good communication skills gained through my experience

Organisational / managerial skills

- Leadership

Job-related skills

- Operational & Customer Service Expertise: Proficient in production supervision, warehouse logistics, cash management, multilingual communication, and high-quality customer service delivery.

Computer skills

- Good command of Microsoft Office applications.

Other skills

- Multilingual Workplace Communication
- Time Management Efficiency
- Active Conflict Resolution
- Team Leadership Operations
- Fast-Paced Adaptability Skills