

# Summary

To join an organization where I can employ my skills and workability and expose a high level of performance. I have the right attitude to indisputably perform competently in any field of assignment that would be given to me and the ability to work well with others.



**TAMANNA KHANOM**

## CONTACT DETAILS:

### **Mobile No:**

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+971 55 144 3422 - WhatsApp

### **E-mail:**

tamannakhanom049@gmail.com  
tamannakhanom102@gmail.com

### **Address:**

AL Satwa, Dubai, U.A.E

## PERSONAL & PASSPORT DETAILS:

- Date of Birth : 16<sup>th</sup> July, 1998
- Nationality : Bangladeshi
- Gender : Female
- Passport No. : A02928084
- Issue Date : 02 Feb, 2022
- Expiry Date : 01 Feb, 2027
- Visa Status : Employment Visa

## WORK EXPERIENCE:

**Typist & Data Entry Operator | 13<sup>th</sup> Aug, 2022 to Till Now**  
**Nasser Al Najjar Typing & Photocopying. Al Satwa, Dubai, UAE.**

### **JOB TASK:**

- MOHRE: - Job Offer Letter type, Company Quota Modification check, Company Category & information check . Fine check, absconding check, Laboure Contract download, Laboure card, Laboure Cancel without Sponsors & Enquiry Services all Processing Check.
- ICP: - Check File Validity / Visa Status and fine check, Fine Payment, Finger Appointment Date Change, Individuals Registration for Visa & Eid Download.
- GDRFA: - Company Visa Applying, Change Status, Renew Residency or Visa stamping, PRO Card renew, Establish Card Renew, Visa Status, Fine Check, Entry Permit, Cancel Residency, Visa Approval Cheak Etc.
- Dubai Police: - Dubai Police Clearance Certificate, Cheque Bounced Report, Lost Item Report, Vehicle, T.C, License Fine Check & Payment services.
- Police prosecution:- Applying for Vehicle & License fine reduce & any Case Details Cheak.
- MOI:- Vehicle & License renewal, fine Cheak & payment. Police clearance Certificate & DRAB Platform Login For Tag registration & Payment.
- RTA: - Vehicle Registration/ Mulkiya Renewal, Fine Payment, License Renewal, Number Plate Value Status Check, Parking Fine Complaint, E-scooter permit, Salik Registration & Balance payment Etc.
- ILOE Insurance: - ILOE insurance Payment, Also insurance fine check & Payment.
- Dubizzle:-For advertising
- E-services: - Trade License information check.
- Emirates ID & Medical Type. DAHC Medical Fitness Application for Medical Status & Medical Report Download
- UAE PASS: - Making UAE pass, Download Stamped Visa, Emirates id soft Copy with help of ICP.
- BLS International: - Appointment for Indian Passport Renewal Booking.

**SKILLS HIGHLIGHTS:**

- Computer Skills MS word, Excel, PowerPoint, Adobe Photoshop & Adobe Illustrator
- Computer Special Course Skills & Professional Experience
- Self - Confident
- Self - Employed
- Hard Working
- Like to Risk to Work
- Good Communication Abilities
- Good Attitude
- Ability to Problem-Solving
- Good typing Speed
- Teamwork Skills.

**LANGUAGE:**

- English
- Hindi
- Bangla

**EDUCATION QUALIFICATION :**

**MSS - Master’s of Social Science  
Political Science | Running**  
Pirojpur Govt. Suhrawardi College, Bangladesh.

**BSS - Bachelor of Social Science  
Political Science | 2022**  
Pirojpur Govt. Suhrawardi College, Bangladesh.

**HSC – Higher Secondary Certificate  
Business Studies | 2016**  
Pirojpur Govt. Women’s College, Bangladesh.

**SSC – Secondary School Certificate  
Business Studies | 2014**  
Baraikhali S.G.S High School, Bangladesh.

- All type of CV Making, Any From Fill up and Tenancy Contract. Type NOC, Quotation, Invoice, Salary Certificate, Resign Letter, Leave letter type, Offer letter type Etc.
- ECM Contractors Portal - Login for Emaar Registration
- Dubai Insurance
- Scan & E-mail Services

**Cashier | 06 Months**

**Biladi Calligraphers L.L.C. Al Satwa, Dubai, U.A.E**

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers’ purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Processes return transactions.
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.
- Enters price changes by referring to price sheets and special sale bulletins.
- Discounts purchases by redeeming coupons.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Provides pricing information by answering questions.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

**DECLARATION:**

I hereby certified that the above information is true and correct according to the best of my knowledge and my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.

**Tamanna Khanom**