**CURRICULUM VITAE**

**Name of Applicant** : **MOHAMMED SHAHJAHAN**

**Nationality**  : **BANGLADESH**

**Date of Birth : 1st March 1983**

**Passport No** : **AF 9190952**

**Marital Status** : **UN-MARRIED**

**E-mail Id** : msjshaju23563@yahoo.com , shahjahan1579@yahoo.com

**Contact Number** : **0599052685 , 0564415692**

**Imo Contract : 00966542027148**

**Skype Contract ID : mohammed.shahjahan5**

**Language Known** : **English , Arabic , Bangles, Urdu & Hindi**

 **Education :-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **EXAM** | **YEAR** | **RESULT** | **BOARD / UNIVERSITY** |
| 1. | **Secondary School Certificate Pass of Science. S.S.C** | **March,1999** | **First Division** |  **Comilla Board.** |
| 2. | **Higher Secondary Certificate Pass of Science. H.S.C** | **May,2001** | **Second Division** |  **Comilla Board.** |
| 3. | **BBA(Bachelor of Business Administration )** | **July 2006** | **Grade Point 3.76** | **American Bangladesh University.**  |
| 4. | **MBA( Master of Business Administration )** | **August 2007** | **Grade Point 3.78** | **American Bangladesh University.** |
| 4. | **Diploma Engineer of Computer Software & Hardware Certificate Pass.** | **November 2003** | **Grade Point 3.88** | **American Institute of Aptach Computer Education in Dhaka Bangladesh .** **Subject :** **Ms Windows , Ms Word , Ms Excel , Ms Power Point , Ms Access , Ms Front Page , Java Script, E-mail , Internet, Computer Hardware** **&** **Networking, Oracle Program, Java , C++ , Visual Basic** **And Graphics Design – Adobe Photoshop, Adobe Illustrator, Adobe Coral Draw & Multimedia Design .**  |
| 5 | **High Performance Examination in Computing System**  | **May,2004** | **Grad – A+** | **Canadian Institute HPCS of Computer Education in Dhaka Bangladesh .**  |

 **Work Experience** : - **1**. **More Than 2 Years I am Working** **An Assistant Store Manager**  **in Victoria Secret Al Shaya International Trading Company** **in Saudi Arabia .**

**• Work to maintain store appearance.**

**Support Store Manager to ensure department is audit compliant & stock loss is kept to a minimum.**

**• Accurately complete mark downs, ticketing & tagging checks**

**• Ensure awareness of stock loss issues**

**• Follow correct till procedures at all times.**

**Ensure awareness of associate’s goals & support Store Manager in following up on them**

**• Constantly assess own performance & seeks out feedback on how to improve performance**

**• Deliver on the job training to associates & support completion of Sales Associate work book.**

**2.** **More Than 3 Years I am Working** **An Department Manager**  **in H&M Brand Al Shaya International Trading Company** **in Saudi Arabia .**

**JOB DESCRIPTION**

**Role Title: DEPARTMENT MANAGER Grade: 8 or F**

**Job Profile:**

**Lead Associates to maximize sales through shop floor replenishment & outstanding customer service.**

**• Maintain correct densities, size curve & size replenishment**

**• Ensure knowledge of daily / weekly targets & lead associates in achieving them.**

**• Maintain highest possible standards of housekeeping & recovery.**

**• Communicate stock issues with the Store Manager.**

**Ensure that deliveries, especially replenishment are displayed immediately on the shop floor**

**• Support the Store Manager with the execution of campaigns & promotions**

**• Ensure working knowledge of H&M merchandising guidelines & use this when making stock decisions**

**• Work to maintain store appearance.**

**Support Store Manager to ensure department is audit compliant & stock loss is kept to a minimum.**

**• Accurately complete mark downs, ticketing & tagging checks**

**• Ensure awareness of stock loss issues**

**• Follow correct till procedures at all times.**

**Ensure awareness of associate’s goals & support Store Manager in following up on them**

**• Constantly assess own performance & seeks out feedback on how to improve performance**

**• Deliver on the job training to associates & support completion of Sales Associate work book.**

**3. More than 2 Years worked in Administration in H&M Brand Fashion House in Jeddah – Saudi Arabia .**

**## Job Description : # Ensure daily Banking is reconciled with no discrepancies , completing all necessary documents / Update all records .**

 **# Record Employee attendance , Vacation & Sick leave via electronic attendance on a daily Basis .**

**# Maintain Accurate records of Employee overtime claimed & redeemed .**

**# Check daily E-mail & Action if Required .**

**# Maintain Ministerial documents for as required by Country Law & Audit Compliance .**

**# Complete Monthly reconciliation of all Stock movement report .**

**# In Company Follow Up Law of Authority Order & Investigate & discrepancies .**

**4. Also More than 2 Years worked as Diploma Sale Advisor in H&M Brand in Al Shaya International Trading Company .**

**# # Job Description : To work as an Individual & as a Team Member , Fully Follow all Operating procedures & provide Customers with Complete Service & an Enjoyable Shopping experience for maximize sales, ensuring that the brand is represented to required standards & that stock loss risk are absolutely Minimized .**

**# Deliver excellent customer service in order to maximize potential sales .**

**# Seek to optimize store retails standards in both front of house & rear of house in order to maximize turnover .**

**# Process Delivers and Stock transfers in an efficient manner in line with company Procedures.**

**# Apply all company procedures, including the correct use of security measures, vigilance to all areas all of risk , & correct completion of all required documentation in order to eliminate stock loss .**

**# Keep up to date with all available brand specific product knowledge .**

**5. One Year worked as Coffee Master and 2 Year worked as Store Manager in Star Bucks Coffee House in Jeddah Saudi Arabia .**

**6. Two Years worked as Service Supervisor in Jeddah Hilton 5 Star Hotel in Jeddah – Saudi Arabia .**

 **\*\* EXPECT SALARY:** **As the Position of Company Scale Level.**

 **\*\* References: Al Shaya International Trading Co**

 **Jeddah – Saudi Arabia**

 **Contract No : 096622632299**

**Present Address** : **Mohammed Shahjahan**

 **Alshaya International Trading Co.**

 **Department Manager ( H&M )**

 **Employee No : 23563**

 **Post Box No : 18587**

 **Zip Code : Jeddah No- 21425 .**

 **Jeddah - Saudi Arabia .**

**Permanent Address** : **Mohammed Shahjahan**

 **C/O : Shah Alam Bhuiyan**

 **Jinnat Ali Bhuiyan Bari**

 **Village** : **Dewyalia**

 **Post Office** : **Boiragir Hat**

 **Police Station** : **Dagon Bhuiyan**

  **District** :  **Feni**

 **Bangladesh**

 **Signature …**…………………..