



## MD DILSHAD

Date of birth: 30/12/1992

Gender: Male

### CONTACT

12/H/1 , ALIMUDDIN STREET  
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### WORK EXPERIENCE

02/05/2021 – KOLKATA , India

#### Sales support assistant

RUHI GARMENTS LTD

Sales support assistants perform a variety of general sales support tasks, such as supporting the development of sales plans, managing clerical activities of sales efforts, verifying client invoices and other accounting documents or records, compiling data, and preparing reports for other company departments.

10/08/2015 – 04/03/2021 – Reggae , Kuwait

#### Waiter

Tariq Alghanim Ltd

Waiters supply guests with food and drinks as requested. Waiters usually work in restaurants, and hotels. This involves the preparation of tables, serving food or beverages and taking payments.

04/06/2014 – 24/07/2015 – Kolkata , India

#### Customer service representative

Vashnu solution pvt ltd

Customer service representatives handle complaints and are responsible for maintaining overall goodwill between an organisation and its customers. They manage data regarding customer satisfaction and report it.

### EDUCATION AND TRAINING

08/03/1999 – 02/06/2012 – 44,, Hare krishna konar road,  
Kolkata , India

10+2

ISLAMIA HIGH SCHOOL

10/10/2010 – 14/04/2011 – 57, Ripon street , Kolkata , India

#### Basic computer course

Cifa academy

06/10/2013 – 11/04/2014 – Sahid Ganesh Dutta Rd, Khalisha  
Kota,, Barati , India

#### Airport Ground operational training management

Galaxy airlines operational training school

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Hindi

**OTHER LANGUAGE(S):**

**English**

<b>Listening</b> C1	<b>Reading</b> C1	<b>Spoken production</b> C1	<b>Spoken interaction</b> C1	<b>Writing</b> C1
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**Arabic**

<b>Listening</b> B1	<b>Reading</b> C2	<b>Spoken production</b> A2	<b>Spoken interaction</b> C1	<b>Writing</b> C1
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**Urdu**

<b>Listening</b> C1	<b>Reading</b> C1	<b>Spoken production</b> C1	<b>Spoken interaction</b> C1	<b>Writing</b> C1
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**Bengali**

<b>Listening</b> C1	<b>Reading</b> B2	<b>Spoken production</b> C2	<b>Spoken interaction</b> C1	<b>Writing</b> C1
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## DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Microsoft Office / Social Media / Instagram / Google Drive / Facebook

## COMMUNICATION AND INTERPERSONAL SKILLS

### • **Commenaction interpersonal skill**

**Interpersonal communication is** the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages: it is face-to-face communication.