

CURRICULUM VITAE

Noor Alam Limon

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Career Objective

To build a professional career in a reputable financial institution where I can utilize my experience, communication skills, customer handling ability, and cash management expertise efficiently while contributing to organizational growth.

Educational Qualification

Masters in Management

National University

Institution: Bhawal Badre Alam College

Passing Year: 2022

Result: CGPA 3.05

Honours in Management

National University

Institution: Habibullah Bahar College

Passing Year: 2021

Result: CGPA 3.07

HSC – Business Studies

Dhaka Board

Institution: Dhaka Metropolitan College

Passing Year: 2015

Result: GPA 4.25

SSC – Business Studies

Dhaka Board

Institution: T And T High School & College

Passing Year: 2013

Result: GPA 4.88

Professional Experience

Senior Cashier & POS Trainer

Wholesale Club Ltd. (A Concern of Jamuna Group)

Duration: 2019 – Present

Responsibilities:

- Handling customer payments and cash transactions accurately.
- Maintaining daily cash balance and preparing reports.
- Supervising daily cashier operations and ensuring smooth workflow.
- Training new cashiers and POS operators.
- Operating POS system and resolving transaction-related issues.
- Handling customer support and maintaining service quality.
- Managing operational activities during busy hours.
- Online bill collection and payment

handling.

- Maintaining professionalism and team coordination.

Sales Executive

Easy Fashion House Ltd.

Duration: 1 Year

Responsibilities:

- Assisting customers and ensuring quality customer service.
- Managing product display and sales activities.
- Achieving sales targets and maintaining customer relationships.
- Handling customer queries and maintaining professional communication.

Member Service Experience

Responsibilities:

- Providing support and assistance to members/customers.
- Maintaining professional communication and service quality.
- Managing customer information and service-related activities.

Professional Training

- Completed Computer Course from Perfect Job Care.com
- Skilled in MS Word, MS Excel & MS PowerPoint

Skills

- Cash Handling & Transaction Management
- Customer Service & Communication
- Sales & Customer Relationship Management
- POS Machine Operation
- Online Bill Handling & Payment Collection
- Member Service & Customer Support
- Computer Skills (MS Word, MS Excel, MS PowerPoint, Internet Browsing)
- Teamwork & Time Management

Language Proficiency

- Bengali – Native
- English – Basic Communication & Writing
- Hindi – Proficient Communication

Personal Information

Father's Name: MD. Noor Mohammad Bhuiya

Mother's Name: Mst. Lippi Begum

Date of Birth: 08-06-1996

Nationality: Bangladeshi

Religion: Islam

Marital Status: Unmarried

Declaration

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Noor Alam Limon

Signature

