

Arafat Bin Wahahid

Fuel Attendant at Oman Oil | Aspiring Foreman | Excel and Graphic Design

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Profile

Dedicated fuel station professional with 3 years at Oman Oil (OQ) in Rakhyut, Oman. Experienced in safe fueling, HSE compliance, shift supervision, staff training, and cash and invoice handling, and ready to step into a Foreman role. Also skilled in Microsoft Excel and Word, Adobe Photoshop and Illustrator, and data entry, with a background in business management and computer operation.

Experience

Fuel Attendant

Oman Oil Marketing Company, Rakhyut New Service Station, Oman | Nov 2023 - Present

- Deliver efficient, safe fueling in line with Oman Oil standards and HSE regulations.
- Train and onboard new fuel attendants on operating and safety procedures.
- Supervise shift operations and coordinate the team during peak and quiet hours.
- Handle cash and invoicing accurately so end-of-shift records are correct.
- Identify and report safety issues; escalate fuel inventory discrepancies to supervisors.
- Maintain fueling equipment and keep the station clean, organized, and fully operational.
- Named Top Filler and awarded a Certificate of Appreciation for outstanding performance and cooperation (June 2026).

Computer Operator (Internship)

National Academy for Computer Training and Research (NACTAR), Bangladesh | Dec 2021 - Sep 2023

- Managed data entry, maintained digital records, and supported training operations.
- Assisted in computer lab management and troubleshooting; prepared training materials.

Freelance

Graphic Design and Data Entry (part-time, remote). Excel dashboards, logo and social media design, and vector portraits in Adobe Illustrator (Fiverr: arafatwahahid). Built a Sales Performance Dashboard with 3 sheets and 54 live formulas.

Education

Higher Secondary Certificate, Business Management (Computer Operation) - Bangladesh Technical Education Board. GPA 4.54 / 5.00, 2020.

Diploma in Medical Technology - Cumilla Institute of Health Technology, State Medical Faculty of Bangladesh. Feb 2019 - Mar 2024.

Skills

Operations: safe fueling, HSE compliance, shift supervision, staff training, cash handling and invoicing, inventory checks, customer service

Design: Adobe Photoshop, Adobe Illustrator, logo design, social media graphics, vector portraits

Computer: Microsoft Excel, Microsoft Word, Windows, data entry, reporting and record keeping

Digital: SEO, social media marketing, Google Analytics, digital security

Certifications

- Professional Freelancing with SEO, SMM - NACTAR (18 Oct - 22 Nov 2021)
- Google Analytics Individual Qualification - Google (29 Oct 2021)
- Digital Security Essentials - Digital Security Agency and a2i, Bangladesh (3 Apr 2020)

Languages

English, Bangla, Hindi, Arabic