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**SAYEF AHMED**

Doulatpur, Moglabazar, Sylhet

Phone: +88-01731529426

E-mail: [sayefmg8@gmail.com](mailto:sayefmg8@gmail.com)**Objectives:**

To ensure a highly profitable career, seeking for a challenging job and healthy work environment where I can utilize my skills, experience and knowledge efficiently for organizational goal.

**Academic Profile:**

Degree/ Examination	Board / University	Dept. / Group	Year	G.P.A
B.B.A (Hons)	National University	Accounting	3rd Year	Continue
H.S.C	Sylhet Govt. Commercial College	Accounting	2017	5.00(Scale of 5.00)
S.S.C	Rakhalgonj K.C. High School	Science	2015	3.83 (Scale of 5.00)

**Skill Set**

- |   |  |
|---|--|
| <input type="checkbox"/> Basic Computer       | : MS Word, MS Excel, MS Power Point.         |
| <input type="checkbox"/> Operating System     | : Windows (XP, 7, 8, 10)                     |
| <input type="checkbox"/> Interpersonal Skills | : Public Speaking, Teamwork ,Team Management |
| <input type="checkbox"/> Tools                | : Graphic Design, Adobe Photoshop.           |

**Training Summary**

Training Title	Topic	Institute	Duration	Location
Certificate in Microsoft Office Application	MS Office, Internet, PC Troubleshooting, Access.	S.Govt.C.I	3 Month	Technical road, Sylhet.
Diploma in Computer Graphics Design	Computer Graphics	NIT	6 Month	Sylhet.

## Working Experience

- ☐ Working as a Front Desk Executive at 'Hotel Garden Inn, Sylhet' from January 2017 to Present

Name of the Institution where employed	Position held	Job profile	Length of service remained from to
Hotel Garden Inn, Sylhet	Front Desk Executive	Welcome To Visitor, Maintain Software & Update database, Overall look after.	From 01 June, 2017 to Present

## Extra Co-Curricular Activities

- ☐ Member of Boys Scout in High School
- ☐ Organized several cultural and departmental program in School & College
- ☐ Organized multiple blood donation organizations.
- ☐ Participated in Community Level Volunteer Training Program.

## Language Skills:

Language	Reading	Writing	Listening	Speaking
Bangla	Excellent	Excellent	Excellent	Excellent
English(IELTS-5.5)	5.0	4.5	5.5	6.0

## Personal Details:

- Father's Name : Ayubur Rahman
- Mother's Name : Saleha Khanom
- Date Of Birth : January 10, 1999
- Gender : Male
- Marital Status : Single
- Religion : Islam
- Permanent Address : Vill-Doulotpur, P.O.- Rakhalgonj-3108, P.S.- Moglabazar SMP, Sylhet.
- Present Address : House: 08, Road-29, Block-D, Uposhahar, Sylhet.

Sincerely Yours

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Sayef A