

ALI HASAN RUMEL

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PERSONAL SUMMARY

I'm a responsible, approachable and hardworking individual. I like the experience of new challenges and can work well under pressure and to set deadlines. I am currently seeking a position where I can develop and gain new skills.

KEY SKILLS

Technical Skills

- | | | |
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| <ul style="list-style-type: none">• Communication Skills• Teamwork• Initiative• Time Management• Problem Solver• Flexible | <ul style="list-style-type: none">• Quick Learner• Numeracy• Able to follow Instructions• Planning & Organising• Self-Awareness | <ul style="list-style-type: none">• Website Management• Computer Hardware• Microsoft Office• Adobe Photoshop• Data Analysis• Internet, Email & Fax |
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EDUCATION

Leading University, Sylhet

<http://www.lus.ac.bd>

Sep 16 – Sep 19

- Bachelor in Computer Science & Engineering

Bournville College of Further Education, Birmingham

<http://www.bournville.ac.uk>

Sep 13 – Sep 15

- BTEC Level 3 Extended Diploma
For IT Practitioners

Bournville College of Further Education, Birmingham

Sep 13 – Feb 14

- BTEC Level 2 Award in Safe Learning in the Workplace

Sylhet Science College, Bangladesh

2009 – 2011

- Higher Secondary School Certificate
Equivalent to GCSE

EXPERIENCE

Young Bangla

<http://youngbangla.org>

District Coordinator (Volunteer)

Jan 16 - Present

Young Bangla is the largest youth platform of Bangladesh and it strives to empower youth to build future leaders who can contribute to local and national development. It is project based.

Maha - Bharat Indian Restaurant, Torquay, Devon

Aug 15 – Oct 15

<http://www.maha-bharat-torquay.co.uk>

Head Waiter

- Greet each customer personally in a friendly and welcoming manner and make sure they always get the best dining experience.
- Checking stocks, making day to day reports and sending it to the manager.
- Training front staff, dealing with customer complaints, taking orders, manage customer bookings, handling the till, cash and card transactions.
- Ensuring every order is completed and served properly.
- Maintain workplace hygiene, occupational health and safety, and security procedures.

Bournville College of Further Education, Birmingham

Jan 14 - Feb 14

Student Buddy (Volunteer)

- Helping the International Students who comes to the UK for short English course.

Car Phone Warehouse (Repair Centre), Wednesbury, Birmingham

Jul 14 – May 15

<http://www.carphonewarehouse.com>

Reclamation (Part Time)

- Dealing with customer returned phones, collecting phone parts from other department, segregating parts also wrapping and sorting out the pallets.
- Dispatching phones within the time limit when they are in working state.
- Meet the standard target set by the manager.
- Make sure everything is maintained according to the company procedures.

AN London, London

Mar 13 - Sep 13

<http://www.ancollection.com>

Sales

- **Working as a Sales Associate:** Greet customers and manage customer transactions, including sales, discounts, exchanges and refunds. Establish or identify price of goods, and tabulate total payment required using cash registers, optical price scanners and computers to record and accept payment for the purchase of goods. Answer phone calls and attend to customer enquiries, as well as enquiries from other stores.
- **Working as a Computer Operator:** Managing the company Website such as – organise content, uploading new products, managing online sales, checking mails and replying to customer enquiries, as well as from other stores, printing online purchase and delivery list and preparing delivery slips.
- Complete administrative requirements as directed (including extracting emails and financial reports, special orders, supply orders).

ACTIVITIES AND INTEREST

- Was involved in several clubs in school – English Language, Scout, Music, and Science. Participated in the general meetings and monthly events.
- Proficient Tabla (classical instrument) player since young. Music has always been an interest, and currently, an occasional pianist.
- Played in the BCS Cricket Indoor24 and OutdoorT20 National League with the Bournville College Cricket Team in 2014 – 2015 season.
- Badminton runner-up in the Bournville College Singles Tournament 2015.
- Enjoy spending time with family and friends also going to the cinema.

REFERENCES

Available upon request.