

CURRICULUM VITAE OF FOYEJ AHMED

Cell: 01793645794
E-mail : ahmedfoyej14@gmail.com



Career Objective:

To build up a challenging career in such an environment which inspires hard work and side by side offers opportunity to climb up higher position in the hierarchy, meet the people of eminent capability at home and abroad and build up rapport with them.

Education Qualification

Diploma

Institute : London School of Accountancy and Management.
Sub : International Travel & Tourism
Session : 2 Years
Result : Passed (Marked Obtain - 45%)
Year : 2013

Higher Secondary Certificate Examination(H.S.C)

Institute : Hajrat Shahajala (R) College.
Board : Sylhet
Group : Business Studies
Passing Year : 2006
Result : GPA- 3.81 (Out of GPA-5.00)

Secondary School Certificate Examination(S.S.C)

Institute : Jalalabad Cantonment Board High School.
Board : Sylhet
Group : Business Studies
Passing Year : 2004
Result : GPA- 3.80 (Out of GPA-5.00)

Communication Skill

Fluent in English Speaking and have done the ESOL in UK. Bengali Language and feel free to communicate to others.

Computer Skill

** Google Excel Sheet and Google Document.
** Ms Office (Ms Office, Excel, Power point, Access).
** Networking Knowledge on LAN, Internet, E-mail and Browser.
** Software: Install and troubleshoot common application software Including Ms office, adobe Photoshop and various antivirus & spy-ware remover.

Strength

- Willing to work hard necessary to develop career.
- Smiling Approach.
- Communication skill.
- Honest, Sincere, Responsible, Punctual to learn and take challenges.

Hobbies: Social Work, Playing and watching Sports (Cricket, Football, Formula-1), Reading Books, Travelling, Music and Browsing Internet.

Active Social Site : Facebook, LinkedIn, Tweeter, Instagram.

Principle Accountability and Core Strength:

- Excellent adaptability, Endurance, Sensibility.
- Excellent interpersonal Communication.
- Matured Personality with supportive Attitude.
- Strong team player and relationship management skill.
- Positive attitude to professional pressure.
- IT knowledge and Computer proficiency.
- Good presentation skill
- Innovation, Energetic and enthusiastic
- Willing to take challenges
- Making solution through creative thinking.

Experience

Profession Experience:

1. Maintain official files, updated record, handling grievance and disciplinary matters.
2. Maintains and preparation of account, also responsible for keeping financial record of the company and date entry in accounting software.

Work Experience:

1. I worked as an Assistant Manager at Feast And Mishti Restaurant in White chapel 245-247, London E1 1DB (Worked from January 2011 to August 2013).
2. I worked as an assistant manager At Casablanca Cafe Ltd (Alauddin) , 36 White chapel Road, London, E1 1JX. 02073771441. (Worked from September 2013 to December 2013).

Responsibilities:

- Take responsibility for the business performance of the restaurant
 - Check stock levels, order supplies and prepare cash drawers and petty cash.
 - Maintain high standards of quality control, hygiene, and health and safety.
 - Meet and greet customers, organize table reservations and offer advice about menu and wine choices.
 - Respond to customer queries and complaints.
 - Plan and coordinate menus.
 - Recruit, train, manage and motivate staff.
3. I worked as a receptionist in Tomi Miah Hotel, Edinburgh, Scotland (Worked from January 2014 to March 2014).

Responsibilities:

- Planning and organizing accommodation, catering and other hotel services.
- Planning work schedules for individuals and teams.
- Meeting and greeting customers.
- Dealing with customer complaints and comments.
- Addressing problems and troubleshooting.
- Dealing with contractors and suppliers.
- Carrying out inspections of property and services.
- Ensuring compliance with licensing laws, health and safety and other statutory regulations.

4.I have been working as a Manager of London Till Rolls Call Centre, 2/28 Eastern Plaza, Ambarkhana, Sylhet-3100 working from March 2016 to till now.(As a member of London Till Rolls, Based on 74 Ben Johnson Road, E1 3NN).

Responsibilities:

- Coordinating staff recruitment, including writing vacancy advertisements and liaising with HR.
- Ensuring all relevant communications, records and data are updated and recorded.
- Inbound centres - calls and emails from customers or clients, e.g. Queries, orders and complaints.
- Outbound centres - contact potential customers and clients with the aim of gathering information or selling a product.
- Maintaining up-to-date knowledge of industry developments and involvement in networks.
- Reviewing the performance of staff, identifying training needs and planning training sessions.
- Organising staffing, including shift patterns and the number of staff required to meet demand.

Personal Details

Name	: Foyej Ahmed
Father's Name	: Azizur Rahman
Mother's Name	: Samsun Naher
Date of Birth	: 10/05/1987
NID	:
Present Address	: 25 Loharpara Rd, Amborkhana, Sylhet-3100
Permanent Address	: Village: Changhat, Post Code: Haripur, Police Station : Jaintapur.
Gender	: Male
Religion	: Islam
Marital Status	: Unmarried
Blood Group	: O ⁽⁺⁾
Nationality	: Bangladeshi (By birth)

Certification

Reference:

1. **Ahmed Madani** - Manager of Tomi Miah hotel in London. - 07945 666635
2. **Mizanur Rahman Khan** - Assistance manager of Till Rolls Call Centre. - 01625353645

I hereby declaring that all the information stated in this resume is true and I authorize your organization to verify the information provided in this resume. Thank you for your review and consideration of my qualification.

.....
Foyej Ahmed

Date: