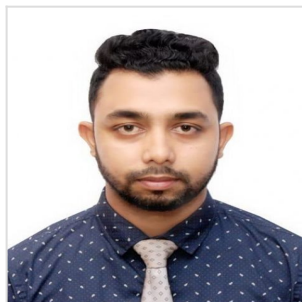


CURRICULUM VITAE



Md Jubel Ahmed

🏠 woves 91 4th floor Amberkhana Sylhet

✉ md.jubel.md@gmail.com

☎ 01762845288

OBJECTIVE

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth. To work hard with full determination and dedication to achieve organizational as well as personal goals.

EXPERIENCE

February 2018 - Still
Continuing

: Onlinetravel

Ticketing and Reservation

'Overall responsible for all kind of activities of Visa service. Execute visa processing and ticketing booking. Handle queries, maintain required documentation. Any task assigned by management.'

January 2017 - December
2017

: London Tillrolls Call centre

Sales Exacutive

Excellent Communication skill with customers.
Sense of responsibility and Achieve the daily target.
Good command in Microsoft office specially excel for daily reporting.
Speaking/listening English fluently and Hindi
Sales Target and Bonus to the successful candidate.
Flexibility to work untill late night.
Must have Good communication skill in English with proper accent.
Good reading and writing skill in English.
have to be Smart, energetic and good communication skill.
Must be smart enough to handle any difficult situation that may rise during maintaining a team.

July 2016 - December 2016

: Devnet Limited

Verification Officer

To investigate Document Management System
1.Scanning
2.Data Entry
3.File Pre process
4.File Post process
verification.

EDUCATION

2015	: Advanced Level <i>The Sylhet Khajanchibari International School & College</i> Mathematics (B) Biology (C) Chemistry (C) Physics (D) (Science)
2013	: Ordinary Level <i>British Bangladesh International School & College</i> Biology (C) Chemistry (B) English Language (A) Mathematics (B) Physics (C) (Science)
2016	: IELTS <i>Self</i> Listening : 6.5 Reading : 6.5 Writing : 6.0 Speaking : 6.0 Overall Band Score : 6.5 (English Language)

Training

N/A

Extracurricular

Traveling, reading, Puzzles, Computing, Cricket,
Cooking, Fishing, Running, swimming & film.
reciting Quran

ACHIEVMENT

Additional Information (Skills)

Fluent in English, Arabic, Hindi and Bangla.
Fast and accurate Math's skills.
Familiar with point of sales machines and software.
Receive payment by cash, check, credits, vouchers, and automate debits.
Count money in the cash drawer at the beginning of shift to ensure that amounts are correct and that there is adequate change.

- Confident with a range of IT packages **Computer Skills**
including Microsoft Office (Word, Excel, Power point,
- Adobe Photoshop, Browsing, System internet, Data entry and e-mail)
Software (Windows, Dos)
- Experience in using advanced Well verse in Fidelio.
technology.
- Capable for working in front of
computer in a long time.
- Attention to details and accuracy.
- Able to manage multiple task.

Personal

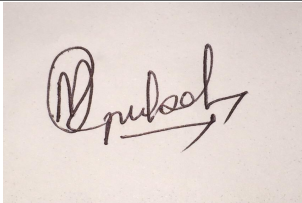
Fathers Name : Md Abdul Rouf
Mothers Name : Razia Khonom

Date of Birth : 1997-09-15
Gender : Male
Marital Status : Single
Religion : Islam
NID No : 19979014717021391

REFERENCE

N/A

SIGNATURE

A handwritten signature in black ink on a light-colored background. The signature is stylized and appears to be 'D. P. K. S. S.' followed by a large, sweeping flourish.