

Curriculum Vitae of
Foyej Ahmed
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Address: 25 Luharpara Rd , Ambarkhana , Sylhet.

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 and Qualifications: (British & National Curriculum)

Exam Title	Major / Concentration	Institution	Year & Result
Diploma	International Travel & Tourism (2 Years)	London School of Accountancy and Management.	*Year -2013 * Result-Passed *Marked-45%
HSC	Business Studies	Hajrat Shahajalal (R) College.	GPA-3.81 Year-2006 Duration-2 Years
SSC	Business Studies	Jalalabad Cantonment Board High School.	GPA-3.80 Year-2004 Duration-2 Years

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

Computer Skills:

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

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:

****I worked as an Assistant Manager at Feast And Mishti Restaurant in Whitechapel 245-247, London E1 1DB
(Worked (from January 2011 to August 2013))**

*****I worked as an assistant manager At Casablanca Cafe Ltd (Alauddin) ,
36 Whitechapel 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, organise 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;

*****I worked as a receptionist in Tomi Miah Hotel, Edinburgh, Scotland.
(Worked from January 2014 to March 2014)**

Responsibilities:

- Planning and organising 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.

*****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 Present)

- Coordinating staff recruitment, including writing vacancy advertisements and liaising with HR staff.
- Ensuring all relevant communications, records and data are updated and recorded;
- Inbound centres - receive calls and emails from customers and clients, e.g. Queries, requests, 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 Name	Samsun Naher
Current Address	25 Loharpara Rd, Amborkhana, Sylhet-3100

Permanent Address	Village: Changhat, Post Code: Haripur
Police Station	Jaintapur
District	Sylhet
Nationality	Bangladeshi (By Birth)
Date of Birth	10/05/1987
Age	30
Blood Group	O+
Sex	Male
Religion :	Islam
Marital Status	Unmarried

Reference:

Ahmed Madani - Manager: Tomi Miah hotel in London - 07945 666635
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 organisation to verify the information provided in this resume. Thank you for your review and consideration of my qualification.

Signature:

Date: