

# Curriculum Vitae

**Syed Hafiz Ahmed**

01781762918

Shahmed145@gmail.com



## Objectives

An extremely devoted individual with a stellar background in scheduling appointments and performing administrative tasks seeking a position as Receptionist.

## Employment

**2018**

Worked in a UK based call center for about 4 months.

## Education

**2017 –**

**BA Program (English), Dhaka Dakshin Govt. College, Sylhet**

Currently studying my second year of a four year undergraduate program.

**2015 – 2016**

**Science, Jagannathpur Degree College, (HSC-2017)**

HSC Subjects: “Bangla”, “English”, “Information and Communication technology”, “Physics”, “Chemistry” and “Biology”

**2013 - 2014**

**Science, Syedpur Pilot High School, (SSC-2015)**

SSC Subjects: “Bangla”, “English”, “Mathematics”, “Physics”, “Chemistry”, and “Biology”.

## Accomplishments

After completing both my “SSC” and “HSC” I got a GPA 4.78 in SSC and 4.08 in HSC exam as my results.

I took a spoken language course in English, as extra study from the “Ielts Centre” at Ambarkhana.

## Language

Bangla: Mother tongue

English: Fluent

Arabic: Reading abilities

## Computer skills.

I have got skill in Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint. I also have good internet browsing abilities.

