

Last Updated : **March 3, 2018**

REFAT AHMAD

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Career Objective:

To perform for the betterment of the organization besides gathering high efficiency in work situation for bringing professionalism in me.

Career Summary:

I love to work in any kinds of working environment.

Cooperative with other people.

Helpful with the subordinate.

Special Qualification:

â Communication: Ability to write business letter, reports and conducting multimedia presentation.

â Make short course on Journalism & ceramics

â Fluent both in Bengali and English

Employment History:

Total Year of Experience : 4.3 Year(s)

1. **Junior Executive (December 1, 2017 - Continuing)**

PRAN RFL group

Company Location : Bangladesh

Department: CS Import

Duties/Responsibilities:

Maintain office rools.

Mail cheque.

Veryfy docoments.

Cargo Delivery Prosessing.

Regular custom & port work.

2. **computer operator (May 3, 2015 - November 30, 2017)**

the city bank ltd

Company Location : life insurance tower

Department: service delivery head office

Duties/Responsibilities:

Computer operator

3. **Customer relation officer (May 1, 2014 - February 28, 2015)**

One bank LTD

Company Location : era tower l-6,1/b, Moghbazar, Dhaka

Department: Cards

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Management (MBM)	Management	Jagannath University	CGPA:3.09 out of 4	2017	2
BTHM	Hospitality Management	Victoria University of Bangladesh	CGPA:3.38 out of 4	2012	4 Years
HSC	Business Studies	Dania college & University [Foreign Institute]	CGPA:4 out of 5	2008	2007-2008
SSC	Business Studies	Saver Cantonment Board High School	CGPA:3.81 out of 5	2006	2002-2003

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Interny	Chef	Radisson Blue Water Garden Hotel, Dhaka	Bangladesh	Airport Rd, Dhaka Cantonment ১২০৬ Dhaka	2012	3 month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 16,000
 Bank/Non-Bank Fin. Institution, General
 Preferred Job Category : Management/Admin, Hospitality/ Travel/ Tourism, Waiter/Waitress, Chef/Cook
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Event Management, NGO, Trading or Export/Import, Multinational Companies, Buying House, Airline, Food (Packaged)/Beverage, Overseas Companies, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Brand Promotion • Customer Support/ Client Service • FMCG Sales & Marketing • Relationship Marketing • Advertising & Promotion • Consumer Durables - Sales & Marketing • Supervisor/ Operator • Branch Management 	<p>☐ Communication: Ability to write business letter, reports and conducting multimedia presentation.</p> <p>☐ Computer: Ms Word, Ms Excel, and Internet Browsing and power point presentation.</p> <p>☐ Completed a short course on Journalism & ceramics.</p>

Extra Curricular Activities:

1 Completed internship in Radisson Blue Water garden hotel 2 Customer care officer in Star Cineplex, Basundhara city

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangali	High	High	High

Personal Details :

Father"s Name : Md. Ramiz Uddin
Mother"s Name : Fatema Begum
Date of Birth : June 1, 1989
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 1442 South Dania, Dhaka 1236
Current Location : Dhaka

Reference (s):

Name : Saiful Islam
Organization : Victoria University of
Bangladesh
Designation : Lecturer
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Dhaka-1205
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Phone (Res.) :
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Relation : Academic
