





SAYEF KAZI SARZIL

 **Present Address** : B-29-11, Block #B, De Centrum Residence,
Jalan Ikram-Uniten, Bandar Baru Bangi,
Kajang, 43300,
Selangor

 **Contact Number** : +601139359905 (Call/Whats app)

 **E- mail Address** : sarzilsayef1996@gamil.com

CAREER OBJECTIVES

Seeking a challenging position to take forward my career as well as the organization with the help of my skills and knowledge. Also run a responsible position where I can utilize my educational, technical and interpersonal skills,

Creativity and above all my learning experiences for the advancement of the company as well as myself and make a strong position in the corporate world.

EDUCATIONAL QUALIFICATIONS

Certificate Title	Major	Duration	YEAR OF PASSING	GPA/ CGP A	GRADING SCALE	NAME OF THE INSTITUTION & EDUCATION BOARD
Bachelor in Human Resources Management	Human Resource Management (Honors)	3.5 years	N/A	2.95*	4.00	University Industri Selangor
Higher Secondary Certificate	Science	2	2014	4.30	5	Dhaka Board
Secondary School Cerrtificate	Science	2 years	2011	5.00	5.00	Dhaka Board

EXTRA CURRICULAM ACTIVITIES:

- Participated South Asian Games 2010 as a leader of 400 Students
- Participated World Halal Organizations conference as presenter
- Organizing different cultural program in Malaysia
- Participate Fire and Safety program at UNISEL
- Participated National Billiard Championship in Bangladesh 2015
- Semi Finalist in National Billiard Championship 2015



EXPERIENCES

NO 1:

Name of the Organization	Designation	From	To
Axiata Digital	Project Coordinator	11-07-2018	31-12-2019

Job Responsibilities:

1. Axiata Digital is a much known company for IT sector. I performed there as Project Coordinator on a project called “JOGAJOG”. That was an online radio app for Nepalese, Indonesian and Bangladeshi worker in Malaysia.
2. My job was there to lead the online RJ and Make the timing schedule for them.
3. The Radio Jockeys are daily submitted the script to me and I need to check them as well and make the correction if there is any wrong.

NO 2:

Name of the Organization	Designation	From	To
Thai Lobbe	Manager (Part Time)	01-08-2017	30-06-2018

Job Responsibilities:

1. I work Thai Lobee Restaurant as a part time Manager. My Job responsibility was to lead my beloved staffs that where they need to work for the better service of the customer.
2. I also need to check the cash counter and the staff needed for the whole restaurant.



ATTRIBUTES

- Self-confident & being positive
- Ability to manage time & being flexible
- Capacity to work efficiently under pressure & complete limit
- Willing to accept responsibilities & perform accordingly
- Determined to face any difficulty



COMPUTER SKILLS

- MICROSOFT OFFICE (MS Word, MS Excel, MS PowerPoint)
- SPSS
- E-Mail & Others account Communicating
- Internet Surfing



LANGUAGE SKILLS

Language Name	Reading	Writing	Speaking	Listening
Bengali	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good
Hindi	Good	Medium	Excellent	Excellent



INTERESTS

- Listening songs and watching movies
- Reading books
- Attending Social get together
- Traveling

Nick Name	Sayef Kazi Sarzil
Father's name	Kazi Mokter Hossain
Mother's name	Rahima Parvin
Religion	Islam
Marital status	Single
Date of Birth	14th October, 1996
Height	5' 10"
Weight	90 kg

REFERENCES:

Reference 1:

Name: Norman Shah Hashim

Designation: Senior Lecturer

Program: Bachelor of Human Resources Management

Contact No: +60112458695

E-mail: normanshahfba@gmail.com

Reference 2:

Name: Mohd Ezanni Bin Jappar

Designation: Lecturer

Program: Bachelor of Human Resources Management

Contact No: +60128802560

E-mail: mohdezanni@unisel.edu.my

I hereby declare that all the information above is true and correct. For any kind of false or incorrect information, I will be guilty for that.

Sayef Kazi Sarzil

