

Last Updated : **September 18, 2015**

SYED SIAM AHMMED

Address: H#52/3 West Razabazar, Shere-e-bangla Nogor, Tejgaon,
Dhaka-1215, Bangladesh
Home Phone: +88-01742900901
Mobile : +88-01622674798
email:slevin_slade@hotmail.com, cart.siam@live.com



Career Objective:

To achieve more experience and make myself capable for further better future.

Career Summary:

Staff India, Virtual Admin Assistant (1st June -2014 - Continuing) Nazimgarh Resorts Ltd,
Front desk Executive (10th January 2012 -31st May 2014).
Rose View Hotel, Front desk Officer. (June 1st , 2011 - December 25th , 2011) .
Shomriddho Information Technologies (SIT), Administrative Assistant Officer (February 01,
2010 - December 25, 2010). Modern Health & Education LTD (Part Time), Field Supervisor (January 03, 2010 - December 03, 2010).

Special Qualification:

Can speak English and Bengali fluently and can write as well, expert in the field of IT and can work with different software, have good skilled in Ms Word & Ms Excel and Mailing

Employment History:

Total Year of Experience : 6.3 Year(s)

1. Virtual Admin Assistant (June 1, 2014 - October 31, 2014)

Staff India

Company Location : Sylhet

Department: Administration

Duties/Responsibilities:

1. Relieve management of administrative detail, all projects
2. Coordinate work flow
3. Update and chase delegated tasks to ensure progress to deadlines
4. Take initiative in manager's absence.
5. Keep projects on schedule
6. Maintain procedures manual to ensure consistent performance of routines
7. Compose correspondence/reports for own or manager's signature
7. Improve/tighten storage/retrieval systems
8. Update and manage index
9. Handle administrative detail, all projects
10. Seek greater role in projects within administrative and other areas of competence
11. Seek training on projects outside my range
12. Compose correspondence/reports for own or manager's signature
13. Arrange essential mail in priority action order for boss
14. Check deadlines on incoming requests and put preliminary work in play
15. Process replies on own initiative or from boss's dictation or notes
16. Research, draft or abstract reports

2. **Front desk Executive (January 10, 2012 - May 31, 2014)**

Nazimgarh Resorts Ltd

Company Location : Kollogram ,Khadim Nagar, sylhet

Department: Front Desk

Duties/Responsibilities:

1. Responsible for overall work and achieving the objective. All kinds of report prepare and submit to the authority.
2. Reservation with maintaining control chart every day.
3. Response to the phone call from valued client.
4. Maintaining everyday recapitulation.
5. Mailing to the Guest.
6. Telephone operator.
7. Proper billing to the Guest with Software.
8. Ticketing.
9. Supporting with Administrative work & Accounts office.
10. Preparing report to the General Manager.
11. Maintain Customer Relationship in various difficulties.
12. Assure the guest services properly to their satisfactory.

3. **Front desk Executive (June 1, 2011 - December 25, 2011)**

Rose View Hotel

Company Location : Shahjalal Uposohor Sylhet

Department: Front Desk

Duties/Responsibilities:

1. Responsible for overall work and achieving the objective. All kinds of report prepare and submit to the authority.
2. Reservation with maintaining control chart every day.
3. Response to the phone call from valued client.
4. Maintaining everyday recapitulation.
5. Mailing to the Guest.
6. Telephone operator.
7. Proper billing to the Guest with Software.
8. Ticketing.
9. Supporting with Administrative work & Accounts office.
10. Preparing report to the General Manager.
11. Maintain Customer Relationship in various difficulties.
12. Assure the guest services properly to their satisfactory.

4. **Administrative Assistant Officer (February 1, 2010 - December 25, 2010)**

Shomriddho Information Technologies (SIT)

Company Location : 52/1 New Eskaton Road, Bangla motor,Dhaka-1000

Department: HRM

Duties/Responsibilities:

1. Relieve management of administrative detail, all projects
2. Coordinate work flow
3. Update and chase delegated tasks to ensure progress to deadlines
4. Take initiative in manager's absence.
5. Keep projects on schedule
6. Maintain procedures manual to ensure consistent performance of routines
7. Compose correspondence/reports for own or manager's signature
7. Improve/tighten storage/retrieval systems
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14. Check deadlines on incoming requests and put preliminary work in play
15. Process replies on own initiative or from boss's dictation or notes
16. Research, draft or abstract reports

5. Field Supervisor (January 3, 2010 - December 3, 2010)**Modern Health & Education LTD (Part Time)**

Company Location : Capital Market,Room # 29,Level # 2,Holdings #

22,Dhanmondi,Mirpur Road,Dhaka- 1205

Department: Health & Education Divison

Duties/Responsibilities:

1. Micro-credit.
2. AIDS Awareness.
3. Facilitator
4. Stipend
5. Social Work

6. Call Centre Supervisor (February 4, 2008 - April 8, 2009)**Stamford International Call Centre**

Company Location : Bangla motor/Dhanmondi, Dhaka

Department: Marketing

Duties/Responsibilities:

1. Handle Customer inquiries both telephonic ally & by email or any.
2. Manage & Resolve customer complaints.
3. Provide Product & Service information to the customer
4. Sale the product with target set up.
5. Maintain the group members.
6. Provide training to the new trainee.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Arts	English,Bengali,Civic Education,History,political Science,Sociology	Bangladesh Open University	CGPA:3.2 out of 4	2011	3 years	Bachelor of Arts Degree
HSC	Arts	Bangladesh Open University	CGPA:4.05 out of 5	2005	2 years	Higher Secondry School Certificate
Secondary School Certificate	Arts	Bangladesh Open University	CGPA:4.2 out of 5	2003	-	Secondary School Certificate

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Trainig	Primary Treatment,Education,Agriculture,Fisheries, Self-Defense	Ansar & V.D.P	Bangladesh	Bogra	2008	10 days

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 15000
Expected Salary : Tk. 12,000
Preferred Job Category : NGO/Development, Secretary/Receptionist
Preferred District : Anywhere in Bangladesh.
Preferred Country : Germany, Japan, Libya, Netherlands, New Zealand,
Australia, Belgium, Canada, Iceland, Luxembourg
Preferred Organization : NGO, Multinational Companies, Embassies/Foreign
Types : Consulate, Hotel, Airline, Travel Agent, Overseas Companies

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Admin• NGO/ Other Services• Office Assistant• Secretary• Receptionist/ Front Desk• Telephone Operator• Supervisor• Computer Operator• Customer Support• Customer Relation

Extra Curricular Activities:

Cricket, Volleyball, Football, Table Tennis, Chess, Basketball, Photography etc

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Hindi	Medium	Medium	Medium
Nepali	Low	Low	Medium

Personal Details :

Father"s Name : Syed Parvez Ahmmed (Freedom Fighter)
Mother"s Name : Mst.Yesmin Akhter
Date of Birth : October 2, 1989
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam (Sunni)
Permanent Address : C/O:Syed Parvez Ahmmed,Namajgarh,Bogra-5800, Bangladesh
Current Location : Dhaka

Reference (s):**Reference: 01**

Name : Md. Surutuz Zaman
Organization : Bangladesh Parliament
Designation : Deputy Secretary
Address :
Phone (Off.) :
Phone (Res.) :
Mobile : 01711- 972383
EMail :
Relation : Others

Reference: 02

Khaledur Rahman (Sohel)
Rose view Hotel
Asst. Front Desk Manager
Shahjalal Uposohor, Sylhet
+88-0821-283-1508-14

+88-01977-200711

Professional
