



*Resume of*  
***Al Arshad Choudhury***

Cell No: **+8801751663105**

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Charadigirpar, Al Amin-1, Sylhet.

**OBJECTIVE**

I am a self-motivated, committed and able to provide strong leadership and build relationships. I enjoy working in a team and want to be part of a team where I can pursue my proven & potential skills in managing business, people and team leadership. I am seeking responsibilities and opportunities in those areas where academic background and skill can be exercised.

**EDUCATIONAL STATUS**

Program:	<b>Bachelor of Business Administration</b>
Passing Year:	2021
Major:	Human Resource Management
Institution:	Metropolitan University, Sylhet

Exam:	<b>Higher Secondary Certificate</b>
Board:	Sylhet
Year:	2015
Institution:	Jalalabad Cantonment Public School & College, Sylhet
Group:	Business
Result:	GPA- 4.33

Exam:	<b>Secondary School Certificate</b>
Board:	Sylhet
Year:	2013
Institution:	Shahjalal Jamia Islamia School & College
Group:	Business
Result:	GPA-4.31

## COMPUTER SKILLS

- Operating System: Windows XP, 2000, 2007, 8, 8.1
- Package Program: MS Office (MS Word, MS PowerPoint)
- Networking: Advanced Web Browsing, Internet Searching

## AREA OF INTEREST

- Public Relations
- Reading
- Travelling
- Do the new thing

## EXPERIENCE

Company Name : Nawab's Kitchen Restaurant  
Duration : January 2019 - March 2021 (2 Years 3 Months)  
Position : Assistant Restaurant Manager

### Responsibilities

1. Handling customer query
2. Assisting in organizing catering services for events
3. Reconciling accounts at the end of each day and monthly
4. Assisting in staffing requirements for the restaurant
5. Making sure the environment is neat and tidy
6. Assisting in purchasing materials for the restaurant
7. Providing marketing techniques to increase sales

Company Name : Staff Asia  
Duration : January 2021 - Current (1 year 7 Months running)  
Position : Executive Web Contributor

### Responsibilities

1. Web Management
2. Web publishing

## STRENGTHS

- Have leadership quality
- Honest and sincere to work
- Dynamic, Communicative and self motivated
- Good organizer and have managing skills
- Good oral and written command over Bengali and English
- Hard working and capable of working under pressure.

## PERSONAL ACCOUNT

Name:	Al Arshad Choudhury
Father's Name:	Rahath Ahmed Choudhury
Mother's Name:	Hasina Aktar
Date of Birth:	18/09/1996
Nationality:	Bangladeshi
Religion:	Islam
Marital Status:	Single

Permanent Address:	Al Amin-1,Charadigirpar,Sylhet
Present Address:	As Same As
Cell No:	<b>01751663105</b>

## REFERENCE

**1.**  
**Dr. Mohammad Jamal Uddin**  
Associate Professor  
Department Of Business Administration  
Metropolitan University,Sylhet  
Cell: 01680264028

**2.**  
**Kazi. J. Hassan Mahi**  
Director  
Nawab Kitchen Restaurant  
Cell: 01720631264

Al Arshad Choudhury





