



S M Hamim



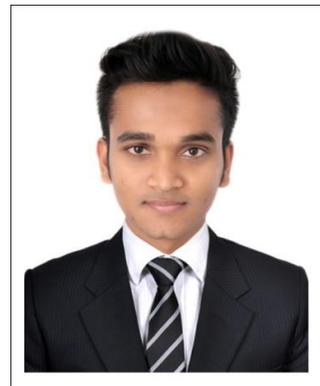
Flat # 4-B, House # 9/17, Nikunja-2
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I believe I am an inquisitive person and good team player with managerial skill. I am looking forward to a career to gather practical knowledge and contribute my skills and knowledge through hard work.

SELF ANALYSIS:

- Good Presenting, managing and motivating skills.
- Strong commitment and honesty.
- Have good directing skills while being in a team.
- Endurance to work for long hours & under pressure.
- Self-motivated, able to learn quickly.

Work Experience:

Radisson Blu Water Garden Dhaka

July, 2018- September, 2018

- Worked as a trainee in Front Office Department.
- Responsible for maintaining meeting room reservation, guest service, Information agent.
- Business center agent.
- Communication Center Agent.

Academic Qualification:

| Bachelor of Business Administration (B.B.A) | | |
|---|--|--|
| American International University-Bangladesh, Bashundhara | Major: Tourism and Hospitality Management | CGPA: 3.42 (Out of 4.00) Credit Completed: 126/126 (January, 2015 – September, 2018) |
| Higher Secondary Certificate (HSC) | | |
| Bangladesh Navy School & College, Khulna | Concentration: Business Studies | GPA: 3.60 (Out of 5.00) Passing Year: 2014 |
| Secondary School Certificate (SSC) | | |
| Kalia Pailot Model School, Kalia | Concentration: Business Studies (commerce) | GPA: 3.75 (Out of 5.00) Passing Year: 2012 |

Computer Skills:

- Certified by Bangladesh Technical Education Board
 - Name of Institution : Asia Technical Training Centre, Khulna
 - Group : Computer Office Application
 - Passing year : 2013 (January - June)
 - Obtained Result : A+
- Internet (web) & E-mail corresponding.

LANGUAGE PROFECIENCE:

BANGLA: Excellent (Reading, Writing, Speaking, Listening)

ENGLISH: Satisfactory (Speaking & Listening) Good (Reading & Writing)

Extra Curriculum Activity:

❖ Work Experience:

- Member at **SHOUHARDA YOUGH T Foundation**
- **Communication Executive** at **AIUB SHOMOY Club** (Social Helping Organization to Motivate Our Youth).
- Member of **AIUB Regular Volunteer unit**
- Volunteer for **AIUB Job Fair, Admission Department, Convocation**
- Volunteering at **Dhaka concert**
- Volunteer at **Do Something Exceptional (DSE)**

❖ Workshop:

- Attended a workshop on **Housekeeping** and **Front office** department at **The Olives** organized by **AIUB THM** department
- Successfully completed the Volunteer training on **“JAGO Foundation (UCD)”**
- Participated in three days Workshop of **Microsoft Excel** organized by **AIUB**
- Participated in an E-commerce workshop for **Website Developing**
- Volunteered on different **workshop, seminar** and **event** organized by **AIUB**

❖ Other:

- Organizer **THM Fest (2017)** at **AIUB**
- Arranged Blood Donation event at **AIUB**
- Worked in different fairø stall **AIUB THM Fest (3rd December,2016)**, **AIUB THM Fest (20th March,2017)**, **HR Today and Tomorrow-Bazar Bonanza (30th March,2017)**

Interest:

- **Playing Badminton, Cricket, Travelling, watching movie, swimming**

Personal Details:

Fatherø Name : Hazi Md. Ebrahim Sarder
Motherø Name : Mrs. Bilkis Begum
Permanent Address : Vill- Haridanga, P.O- Kalia, P.S- Kalia, District- Narail
Date of Birth : 03th May, 1997
National ID Number : 19976512895012763
Religion : Islam (Sunni)
Blood Group : A (+ve)

Reference:



Barrister Junayed Mohammed
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I confirmed that above information are true and correct. Credentials can be provided upon request.