

23<sup>th</sup> may 2018  
HR Manager  
Dhaka, Bangladesh

Dear Sir,

I am applying for you are organization for the purpose of seeking a job in my relevant skill area. I am a fresh business graduate with the major of Tourism & Hospitality Management from American Int University-Bangladesh. As I am looking for a field oriented job of you are organization. As I mention that I completed my graduation in hospitality management which is directly related with the customers, services also customers satisfaction. Though i have no experience in field oriented related job but I want to take a challenge. I am doing a small job where I had to work with various types of products and people which can help me to fit in this role. Currently I am working North End Coffee roaster A Reputed Coffee Beans Company in Bangladesh as a shift supervisor. I have two years' work experience from this company. I joined here when I continued my studentship.

I have good communication skills, leadership skills and also convincing power to accomplish my task. I have advance knowledge about computer skills and familiar with the skills in organizing and documenting seminars, workshops, I have hardworking & energetic capability to work in odd hour & extended hour and many sort of thing. I have no experience in freight forwarding company but I have the courage to learn about a freight forwarding company. I have the knowledge about what a freight forwarding doing trade with. As you can see my resume, I have training and work experience two company. Moreover my CGPA is low and I want to work in a field oriented job. I want to run. I'm waiting for the great opportunity for my career purpose.

I am looking forward to the opportunity of working for a dynamic, internationally recognized trading company. My resume and photo is being attached with the cover letter.

Thank you for your consideration.

Sincerely yours  
Redowan Islam



**Curriculum Vitae**  
**REDOWAN ISLAM**

House : 31no south khilgaon (Shahjahanpur ), Dhaka-1219

Contact No: 016-75127682 , Skype ID :01675127682

Email: [redowanislam.15bd@gmail.com](mailto:redowanislam.15bd@gmail.com)

[Redowanislam.jishanbd15@gmail.com](mailto:Redowanislam.jishanbd15@gmail.com)

**Career Objective:**

To pursue a challenging career in a leading and well-reputed organization where enthusiasm, sincerity, honesty, hard working, excellent environment and motivational factors will help and support me to utilize my knowledge and expertise for professional development.

**Working Experience:**

- ❖ **North end coffee Roster**  
**KHA-47-1 Pragati Sharani**  
**Shahajapur, Gulshan, Dhaka, Bangladesh**  
**phone: 01912774704**  
**“Work In Lakeshore Brunch” As a shift supervisor**
  
- ❖ **Bangla air services**  
**Suvastu Nazar Valley, G-116/117, GA-2**  
**Pragati Sarani, Shazadpur, Dhaka-1212.**  
**Internship- Reservation And Ticketing System**

**Educational Attainments:**

**Bachelor of Business Administration (BBA) :**

Institution : American International University Bangladesh (AIUB).  
Year of Passing : 2017-18 (Graduated on 3 February 2018)  
Concentration : Tourism & Hospitality Management.  
Result : CGPA – 2.77 Out of 4.00.  
Credit Completed : 126 Credits (Out of 126 Credits)

**Higher Secondary Certificate (H.S.C) :**

Institution : Birshreshtha Munshi Abdur Rouf Public College  
Board : Dhaka.  
Year of Passing : 2011  
Result : GPA - 3.40 Out of 5.00.  
Group : Business Studies.

**Secondary School Certificate (S.S.C) :**

Institution : Motijheel Model High School  
Board : Dhaka.  
Year of Passing : 2009  
Result : GPA – 4.40 Out of 5.00.  
Group : Business Studies

### **Computer Literacy:**

- The recent operating system (All windows version) with strong computer skills.
- Proficiency in MS Office-Word, Excel, Power Point & Outlook.
- Net surfing, e-mailing, Software and Hardware installation and access.
- Completed MS Office course from MESD IT Development Limited.

### **Communication Skill:**

- Speaking, listening and writing in both English & Bengali proficiently.

### **Extra Curriculum Activities & Interest:**

- Worked as the Artistic supervisor in the school and college reunion.
- Interest in Reading Journals, Books, Business magazine, Social Works. Traveling, Animal farming, old currency collecting, listening music.
- Organize University department event , arrange department tour , playing football.

### **Self Assessment:**

- Willing to learn and build up career by accepting responsibilities on all aspects.
- Endurance to work long hours and under pressure and independently as well as a team member.
- Ability to grasp things quickly.
- Optimistic, confident and friendly as a person.

### **Personal Profile:**

Name	: Redowan Islam
Father's Name	: Jahangir Islam
Mother's Name	: Roushan Islam
Present Address	: 31no south khilgaon (Shahjahanpur ), Dhaka-1219
Permanent Address	: 31no south khilgaon (Shahjahanpur ), Dhaka-1219
Cell Phone	: 016-75127682
Date of Birth	: 15-11-1994
Place of Birth	: Dhaka.
Religion	: Islam
Marital Status	: Unmarried
Nationality	: Bangladeshi by Born.
Sex	: Male.
National ID number	:19942693603000138

### **OTHER INFORMATION**

Height	: 5'.10"
Weight	: 80 kg
Blood Group	: O(+)

*Redowan*

---

(ISLAM REDOWAN)