###### *Curriculum Vitae*

**Shamsur**

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| **Objective****CERTIFICATE****COURSE****Academic qualification****work experience****OTHER SKILLS** **SELF ASSESSMENT****REFERENCES** | Willing to execute the job and show all my activities and understanding for the expansion of the business.Completed Basic Flight Service (Cabin Crew) Course Under JOBS A1.COM**Bachelor of Science (B.sc)**The People’s University of Bangladesh.Department: Tourism and Hospitality Management.Passing Year: 2016**Diploma in Hotel Management (2 Years)**National Hotel and Tourism Training InstituteBangladesh Parjatan CorporationPassing Year: 2012Higher Secondary Certificate (HSC)Tejgaon College, Dhaka.Passing Year: 2010Group: Business Studies**Secondary School Certificate (S.S.C)**Kashinathpur Abdul Latif High School, Pabna.Passing Year: 2008Group: ScienceCompleted six monthsattachment from ‘**OCEAN PARADISE’** Hotel & Resort, Cox’s bazar.**Duration:** From 1st August 2012 to 31st January 2013.As a **Senior Waiter** in **F&B** service at ‘**OCEAN PARADISE**’ Hotel & Resort, Cox’s bazar.**Duration:** From 1st February 2013 to 30th September 2013.As a **‘Supervisor’** in F&B service at **‘The Mirage’** restaurant, Gulshan-1, Dhaka.**Duration:** From 5th October 2013 to 25th May 2014.As a **‘Front Desk Manager’** at **‘Garden Residence’** Transit Hotel, Sector-01, Uttara Model Town, Dhaka.**Duration:** From 1st June 2014 to 30th June 2015.As a **‘Front Office Executive’** at **‘Richmond’** Hotel & Suite, Sector-01, Uttara Model Town, Dhaka.**Duration:** From 1st August 2014 to 31st May 2015.As an `**Operation Manager’** at `**Thai Signatures’** Restaurant Dhanmondi Plaza AR, Level-4, Mirpur Road, Dhaka.**Duration:** 1st November 2016 to 31st January 2018.**Job Responsibility*** Demonstrate co-operation and trust with colleagues, supervisors, teams and across departments.
* Maintain a high level of products and services knowledge in order to understand guests’ needs and expectations and respond adequately - Promote and explain sell excursions, services, facilities and special programs.
* Takes personal interest and pride to ensure that the work area is kept clean and in an orderly state all times.
* Does everything possible to ensure that the guests depart the hotel with a positive impression of hotel service.

Skills in Microsoft Office Application, Adobe Photoshop, E-mail and Internet & Google Drive. **Hotel software –Opera, Micros.**So far I believe, I am an honest person and want to work with honesty. Responsibility is J term to which I am devoted. |