



CURRICULUM VITAE OF SHEIKH RAFI

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RELEVANT SKILLS

- Clear and Effective Communication
- Fluency in English
- Quality Customer Service
- Team Leadership
- Adaptability
- Analytical Skills
- Technology Proficiency

CAREER OBJECTIVES



To achieve a high degree of professional excellence by putting in continuous efforts and exerting knowledge and skills which will ultimately contribute to the achievement of personal and organizational goals. Results-driven professional with 1 year of experience in the showroom field, seeking a challenging role where I can leverage my expertise in skills to drive revenue growth, and process optimization, and make a meaningful impact on the organization's success.

EDUCATION QULIFICATIONS



Diploma In Electronics Engineering (ENT)

Institute: Satkhira Polytechnic Institute

Result: 3.35 out of CGPA - 4.00

Group: Electronics. (Technology code 68).

Passing Year: 2022

Board: Bangladesh Technical Education Board



Secondary School Certificate (S.S.C)

Institute: T&T Adarsha Secondary School, Khulna

Result: 4.11 out of GPA - 5.00

Group: Science

Passing Year: 2018

Board: Jossore

COMPUTER SKILLS



- Software Handling: Install, update, manage, and troubleshoot software applications.
- Hotel Reservation Support: Provide technical support for hotel reservation systems.
- Accounting Support: Ensure accounting software runs smoothly and assist with integrations.
- Social Media Handling: Manage and secure social media accounts and marketing tools.
- System Maintenance: Perform regular maintenance and updates on IT systems.
- System Handling: Oversee daily IT operations and provide user support.

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LANGUAGE AND COMMUNICATION EFFICIENCY



Good command over reading, writing, listening and speaking in both English & Bengali

STRENGTH



- Communicative, friendly, Positive, thanking attitude & willing to serve dedicatedly.
- Readiness to work in a stress-worthy environment.
- Handle high-pressure situations and deadlines.
- A sharp sense of social responsibility.
- Dynamic, extrovert, and resourceful.

EXPERIENCES



- Works as Front Desk Executive from 14-08-2022 to 07/05/2024 at Hotel Castle Salam LTd.
- Works as in charge from 07/05/2024 to till now at Titas Group Of Industries Khulna.

PERSONAL DETAILS



- Name: Sheikh Rafi
- Father's Name: Md.Alam
- Mother's Name: Beauty Akter
- Present Address: House no- 60, Road no-16, Khalishpur , Khulna.
- Parmanent Address: House no- 60, Road no-16, Khalishpur , Khulna.
- Date Of Birth : 09.06.2003
- Nationality : Bangladeshi
- Religion: Islam
- Marital Status : Single
- sex : Male
- Height: 5'7"
- Blood Group : A-
- National ID : 8717367778