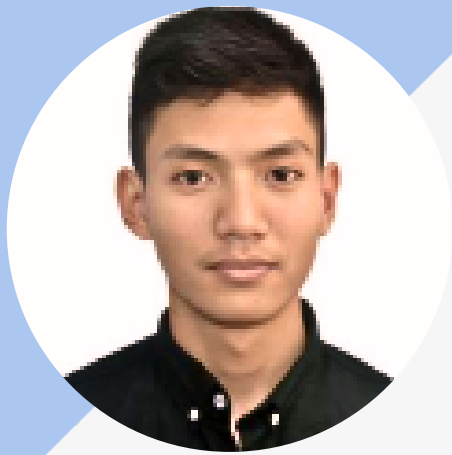




Shirsho Mandik

Contact



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About Me

Hardworking and motivated professional with experience in customer service, sales, and operations. Strong communication skills and ability to perform well in fast-paced environments.



Core Skills

- Integrity and honesty
- Strong work ethic
- Accountability and responsibility
- Customer-focused mindset
- Teamwork and collaboration
- Adaptability and flexibility
- Continuous learning and self-improvement
- Microsoft Excel, Word & PowerPoint proficiency



Educational History

- Priliminary to Masters 2025-Present
Tejgaon College, Dhaka
- Bachelor of Social Science (BSS) 2022
Notre Dame College, Dhaka
3.23 out of 4
- H.S.C in Humanities 2019
Notre Dame College, Mymensingh
3.67 out of 5
- S.S.C in Science 2016
St. Andrew's High School
3.39 out of 5



Work Experience

- The White Canary Café October 2025 - Present
Associate
 - Prepared coffee and beverages (espresso, cappuccino, latte, etc.) maintaining quality and consistency
 - Provided excellent customer service in a fast-paced environment
 - Took and managed customer orders efficiently with high accuracy
 - Handled cash transactions and billing processes
 - Maintained cleanliness and hygiene standards of the workspace
 - Built positive customer relationships to ensure repeat business
- Asiyam Event & Wedding Planner August 2024 – July 2025
Junior Executive – Operations
 - Supported end-to-end event operations and execution
 - Coordinated with vendors, clients, and internal teams
 - Assisted in planning event logistics, timelines, and task management
 - Ensured smooth execution of events by handling on-ground operations
 - Maintained communication with clients to meet requirements and expectations
- Wholesale Club Ltd. February 2024 – July 2024
Sales Attendent
 - Assisted customers and ensured a smooth shopping experience
 - Maintained product displays and inventory checks
 - Supported daily store operations and sales activities