



Personal Information

Gazipura Sataish, Gazipur Sadar,
Gazipur.
Cell: +8801988365540
NID: 3737259212
Blood group: O+ (Positive)
Email: shamimashrafshawon70@gmail.com

Permanent Address:
Vill- 208/1 Bangabandhu Road,
P/O- Uttarkhan,
P/S- Uttarkhan,
District- Dhaka .1230.

Skills Highlights

- Communicative & Interactive
- Team Work
- Time Management
- Leadership & Self-Motivated
- Multitasking

Computer Skills

- **MS Word & Excel:** Very good skill of both operating.
- **Spread sheet:** Good Knowledge in Spreadsheet
- **PowerPoint:** Excellent in power point presentation

Shamim Ashraf Shawon

Carrier Objectives

To lead a challenging and responsible career and be a part of progressive organization where I can utilize my skill and knowledge along with the competition of company's goals and objectives

Carrier Summery

My carrier was started with Indesore Sweater Ltd. as a Asst. Admin Officer around 07 Years and skilled the team member and vast uses of Microsoft office.

Working Experience

Indesore Sweater LTD.

Asst. Administration.

Duration: February 2018- Till Now.

Responsibilities:

- ✓ Oversee office maintenance and ensure cleanliness
- ✓ Maintain employee records, track attendance, and help in payroll administration.
- ✓ Schedule and manage appointments, meetings, and arrangements.
- ✓ Distribute employee IDs, bills, and important documents.
- ✓ Process and manage employee leave requests.
- ✓ Ensure smooth communication between departments and employees.
- ✓ Greet and assist visitors, ensuring a professional and welcoming environment.
- ✓ Assist in implementing office security measures, such as managing access to restricted areas
- ✓ Factory housekeeping supervisory.
- ✓ Update, Monitor and Supervise on Health, Safety & Environment of the factory.
- ✓ Perform other duties as assigned by top management time to time.

Uber Bangladesh Ltd.

Freelancing Motorbike Rider

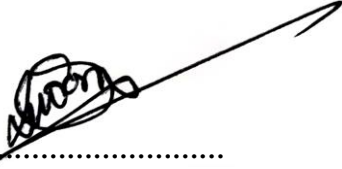
Duration: September 2016-January 2017

Responsibilities:

- ✓ Delivery Operations
- ✓ Effective Communication
- ✓ Navigation and Route Planning
- ✓ Compliance with Traffic Laws
- ✓ Customer Service
- ✓ Payment Management
- ✓ Self-Management
- ✓ Safety and Maintenance
- ✓ Adherence to Uber Policies

References

Dr. Ashrafur Rahman Tomal
(MBBS,BCS,FCPS,MD)
National Institute of
Cardiovascular Diseases & Heart
Institute (Registered)
Sher-e-Bangla Nagar,Dhaka.
PhoneNo: 0194447900



.....
Shamim Ashraf Shawon
Date:

The Good Batch (Malaysia)

Asst. Manager

Duration: April 2015-January 2016

Responsibilities:

- ✓ Staff Management:
- ✓ Customer Service
- ✓ Financial Management:
- ✓ Operational Management:
- ✓ Marketing and Promotion:
- ✓ Product Management:
- ✓ Community Engagement:
- ✓ Innovation and Improvement:

Education

❖ Bachelor Of Social Science (BSS)

Study Center: Tongi Govt. College
Institution: Bangladesh Open University
CGPA: 2.71 (Out of 4.00)
Passing Year: 2022

❖ HSC (Higher Secondary Certificate)

Group: Science
Institution: Dhaka Megacity College
Board: Dhaka
GPA: 4.10(Out of 5.00)
Passing Year: 2014

❖ SSC (Secondary School Certificate)

Group: Science
Institution: Milestone School & College
Board: Dhaka
GPA: 5.00 (Out of 5.00)
Passing Year: 2011

