



ASHRAFUR RAHMAN

TEAM LEADER

📍 Motijheel tnt colony, Motijheel, Dhaka,
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✉️ ashrrishat4@gmail.com

ABOUT ME

Looking for a stimulating role where I can leverage my skills and knowledge to drive positive change and exceed organizational goals.

SKILLS

LEADERSHIP

CUSTOMER SERVICE

COMMUNICATION

COMPUTER

PLEASANT INTERPERSONAL

LANGUAGES

BENGALI

ENGLISH

REFERENCES

SHARIF MAHMUD ASIF
International organization for
migration (IOM)
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ANISUR RAHMAN
Six seasons hotel
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E: info@sixseasonshotel.com

WORK EXPERIENCE

**INTERNATIONAL
ORGANIZATION FOR
MIGRATION (IOM)**
Jun 2019 - Mar 2020

Team Leader

- Facilitate project startup and phase out of planning.
- Product innovation.
- Coordination support and representation.
- Logistics support.
- Materials delivery, inventory and manpower check.
- Monitoring and evaluation.
- Daily report to engineer and site management authority.
- Develop field teams capacity to deliver training or mentoring function.

SIX SEASONS HOTEL
Dhaka

Cashier

- Greeting customers with a friendly and helpful attitude.
- Ensuring accurate cash handling and preventing shortages and discrepancies.
- Scanning items and ensuring accurate pricing.
- Processing payments in various forms (cash, debit, credit).
- Ensuring the checkout area is safe and accessible for customers.

**DHAKA REGENCY
HOTEL & RESORT**
Dhaka

Server

- Welcoming guests, Escorting them to their tables, and ensuring they are comfortable.
- Providing guests with menus and offering recommendations.
- Taking food orders from guests and delivering orders to the kitchen.
- Bringing customers their meals, and delivering checks when guests are finish eating.

**SEA PEARL BEACH
RESORT & SPA**

Housekeeper

- Keeping facilities and common areas clean and maintained.
- Vacuuming, sweeping, and mopping floors.
- Cleaning and stocking restrooms.
- Cleaning up spills with appropriate equipment.
- Notifying managers of necessary repairs.
- Collecting and disposing of trash.
- Assisting guests when necessary.
- Keeping the linen room stocked.
- Properly cleaning upholstered furniture

EDUCATION

**JAHANGIRNAGAR
UNIVERSITY**
Dhaka

Bachelor of Business Administration

- 3.45 out of 4.00

**DHAKA CITY
COLLEGE**

Higher Secondary School Certificate

- 4.81 out of 5.00

**CUMILLA HIGH
SCHOOL, CUMILLA**
Cumilla

Secondary School Certificate

- 3.81 out of 5.00

COURSE

**NATIONAL YOUTH
TRAINING CENTRE**

Diploma in computer science & engineering