

# CURRICULUM VITAE

**Abdus Sattar**

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## OBJECTIVE

To work in a challenge and dynamic environment where I can develop my skill and at the same time contribute to the overall success, achievement of goals and objectives of the organization

## SKILLS AND ABILITY

- Success driven and results-oriented
- Good interpersonal skills
- Adaptability and ability to multi task and meet deadlines
- Good oral and writing communication skills
- Ability to lead and add value
- Quick to learn
- Good team player

## SUMMARY OF QUALIFICATION

Matric 2012

Intermediate 2014

## WORKING EXPERIENCE

- FALA Road Contracting LLC – Dubai – Office Boy (1 Year & Continue)
- Worked as a Housekeeping Super Visor at Project for Kushiara power Company Limited. (BD max group). (5 Years)
- Worked as a S.R.Room Attendant at Dhaka for Hotel Givenci International & Babul Tower. (4 Years)

## PROFICENCY

Operating System: Windows 7, Windows xp, vista, 8, 10

Other packages : MS Office, MS Excel, MS word, PowerPoint

## STRENGTH AND ABILITY

- Document Filing
- Copying, scanning and storing documents
- Goods delivery schedule maintain according to delivery order qty.

- Ensures stocked at office all time.
- To work as part of a team in a constructive manners that will enables the hotel to achieve objectives
- clearing the office for the quest and ensuring their satisfaction
- Ensures all duties are performed in an efficient and effective manner with proper utilization
- Coordinating and following up on the decisions, circulars and instructions related to his work, archiving and archiving and care.
- To always keep a smart appearance and wear my uniform correctly.

## **HOBBIES**

- Reading
- Meeting new people
- Engaging in productive conversation

## **LANGUAGE**

English

Hindi Urdu

## **PERSONAL INFORMATION**

Nationality:	Bangladesh
Date of Birth:	05 January 1995
Marital Status:	Married
Visa Status:	Employment Visa

## **DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Abdus Sattar