



AMDADUL HOQUE

Home : Dampur, Sullah, Ghungiyargaon – 350 Sunamgonj, Bangladesh

Email: amdadulhoq.ofc@gmail.com **Phone:** +8801764744866

Passport: A07109079 **Gender:** Male **Date of birth:** 25/01/1983 **Place of birth:** SUNAMGONJ

Nationality: Bangladeshi

EDUCATION AND TRAINING

[01/01/2012 – 01/01/2014]

MASTER OF SOCIAL SCIENCE

NATIONAL UNIVERSITY

City: SUNAMGONJ | **Country:** Bangladesh |

MALTA SKILL PASS

Tourism & Hospitality <https://skillspass.org.mt>

| **Level in EQF:** EQF level 2

LANGUAGE SKILLS

Mother tongue(s): Bengali

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Arabic

LISTENING A1 READING A2 WRITING A1

SPOKEN PRODUCTION BA2 SPOKEN INTERACTION A1

Hindi

LISTENING C2 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION C1

Urdu

LISTENING C2 READING A1 WRITING B2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office | Social Media | Microsoft Excel | Microsoft Word | putty | Excellent customer service and communication | Teamwork and collaboration | Time management | Food and beverage knowledge | Problem-solving under pressure |

WORK EXPERIENCE

Travel Consultant & Group Tour Organizer

UAE – Freelance / Travel Maker

2022 – 2024 (2 Years)

- Organized and led group tours across 15 countries.
- Assisted clients with travel planning, documentation, and itineraries.
- Developed cross-cultural communication and organizational skills.



Purchase Manager

UAE – Saree Government Transaction Center LLC

2021 – 2022 (1 Years)

- Managed supplier negotiations and procurement operations.
- Monitored inventory and ensured cost-effective purchasing.
- Coordinated with vendors and logistics partners.

Coffee Shop Supervisor

Saudi Arabia – Palm Coffee

2017 – 2021 (4 Year)

- Supervised daily operations of a coffee shop.
- Trained and guided junior staff.
- Prepared and served a wide variety of coffee-based beverages.

Assistant Manager

UK – Indian Restaurant

2009– 2013 (4 Year)

- Started as a waiter and promoted to Assistant Manager.
- Handled customer service, reservations, and staff scheduling.
- Ensured compliance with food hygiene and safety standards.

HOBBIES AND INTERESTS

SPORTS, TECHNOLOGY
CRICKET, FOOTBALL, BADMINTON.
TECHNOLOGY AND INVENTIONS