AZIZUL HAKIM

Applying as Waiter

Energetic individual with a Higher Secondary Certificate, eager to provide excellent customer service in a waiter role. Strong communicator with an eye for detail, quick to learn, and committed to improving in the hospitality industry. Seeking to contribute to a restaurant's success and grow within the field.

Phone:
+8801624704422

E-Mail:
azizulhakimgps@gmail.com

Passport No:
BW0750918 (Bangladesh)

Date of Birth:
23 Jun 1998

Experience

Running

➢ **Computer Operator**
Bangladesh One Overseas Ltd
Dhaka, Bangladesh
Job Responsibilities:

- System Maintenance: Ensure the smooth operation and maintenance of computer hardware, including servers, workstations, printers, and other peripherals. Perform routine checks, troubleshoot issues, and coordinate with IT support for repairs.

- Software Management: Install, configure, and update software applications commonly used in recruitment, such as applicant tracking systems (ATS), databases, and Microsoft Office Suite. Ensure that software licenses are up to date.

- Data Entry and Management: Input and manage candidate and client data in the recruitment databases. Maintain accurate and up-to-date records of candidates, job postings, and client information.

- File Management: Organize and manage digital files and documents related to candidates, job descriptions, contracts, and other recruitment materials.

- Report Generation: Create reports, spreadsheets, and documents as needed by recruiters and management. This may include tracking candidate progress, recruitment metrics, and client communications.

Education & Training

- **Higher Secondary Certificate (HSC)**
  Passing Year 2015

Certifications

- Skilled in MS office work

Skill Highlights

- Excellent communication skills
- Attention to detail
- Ability to work in a fast-paced environment
- Quick learner
- Strong work ethic
- Ability to work effectively in a team

Languages

➢ Bengali (Native)
➢ English (Advanced)
➢ Hindi (Good)
➢ Urdu (Good)