



Curriculum Vitae

MD Juwel Shaikh

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Career Objective:

To build up career in the field where my competency can be Developed. To choose a career that involves challenges and opportunity for self development. To be hard working. Willing to utilize conceptual and analytical skills to pursue a long term career in any organization to convey personal gratification.

Educational Qualification:

Secondary School Certificate (S.S.C)

Institute	: BCSIR High School
Group	: Commerce
Board	: Dhaka
Result	: 3.67 (Out of 5.00)
Passing Year	2016

Diploma in Computer Engineering (CE)

Institute	: BCI Engineering Institute
Group	: Computer Science
Board	: Dhaka
Result	: 8 th Semester
Passing Year	: N/A

Skills & Experience:

- **Package** : MS Word, MS Excel, Ms Power Point, Adobe Photoshop, Illustrator, **JavaScript**, HTML,CSS.
- **Others** : Web Browsing, E-mailing, Website Development.
- **Unique Creation Event Management** : Executive Officer(1.10.2019 - 1.10.2020)
- **Intelligent Image Management limited (IIML)**: Data Operator. (19.05.21 - 30.08.21)
- **FIFO Tech**: Customer Representative Officer(6 months) & Supervisor, Call center (4months)
- **FIFO Tech**: Officer, Operation. (01.11.2021-30.06.2022)
- **Cloud Software BD**: JR Executive Officer.

Communication Skill:

Good communication capabilities in Bengali and English both verbal and writing.

Key Aptitudes & Skills as Executive, Food & Beverage Production:

- Self-motivation and drive.
- Be able to work under pressure and handle challenging situation.
- A confident and determined approach.
- Good communication skills.
- Manage all F & B and day-to-day operations within budgeted guidelines and to the highest standards.
- Preserve excellent levels of internal and external customer service.

Hobby:

Travelling, Reading Books, Watching Movies, Playing Badminton.

Personal Details:

Father's Name	:	Jahangir Shaikh
Mother's Name	:	Meherun Khan
Date of Birth	:	02.09.1998
Religion	:	Islam
Marital Status	:	Unmarried
Sex	:	Male
Height	:	5 Feet 11 Inch.
Weight	:	80Kg
Blood Group	:	A Positive
Present Address	:	29 Central Road, Dhanmondi, Dhaka-1205

Declaration

Hereby, I declare that the above information is true and correct to the best of my knowledge.

Juwei.....