

DATOS PERSONALES

- Name : Kaiser Ahmed Chowdhury
- Date of birth : 17th September, 1985
- N.I.E : Y1888684F (Legally entitled to work in Spain)
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OBJECTIVO PROFESIONAL

- To secure a position of a reputed company where I can utilize my academic, communication and organization skills to deliver quality service and offer greater value to its customers. I am duty bound and self-motivated with a passion to achieve objectives through dedication, integrity, trust and hard work

FORMACIÓN ACADÉMICA

iMBA (International Masters of Business Administration) In International Logistics and Supply Chain Management

- Hochschule, Bremen University of Applied Sciences - Germany (Specialization), 2014
- University of Valencia - Spain (Core Module), 2013

BBA (Bachelor of Business Administration) In Human Resource Management

- Independent University, Bangladesh (IUB), 2010

GED (General Educational Development) – American High School Diploma

- American Alumni Association (AAA), 2005

IDOMAS

- English – Fluent
- Spanish – Beginner
- Bangla – Native Language
- Hindi – Conversational

INFORMÁTICA

- Considerable experience using Microsoft Office
- Well versed with the use of Internet
- Windows installation (XP, ME and Windows 7)

EXPERIENCIA PROFESIONAL

February, 2008 – March, 2011

- Ex Senior Executive at Royal Grand Hotel, Dhaka – Bangladesh

Duties and Responsibilities : (Customer service, administrative and managerial tasks as required), (Recruiting, training and monitoring staff), (Proposing and implementing effective marketing strategies), (Supervising maintenance, supplies, renovations and furnishings), (Upholding norms, rules and orderliness)

January, 2010

- Field studies and training on Live-In-Field Experience (LFE) at Manab Kallyan Parishad (MKP), Thakurgaon – Bangladesh for 14 days

The purpose of the trip was to visit rural house-holds and preparing a report by speaking to families about their situation and condition regarding – Source of income, Education, Racial discrimination, Political stability in the area, Sanitation, Road infrastructure, Utilities (Water, Gas and Electricity) and Comparative advantage

February, 2010 – April, 2010

- Ex Internee at United Insurance Company Limited, Dhaka – Bangladesh under the Human Resource Department

Duties and Responsibilities : (Track progress, deadlines and priorities of all projects), (Making arrangements for meetings and travel), (Complete and mail out regret letters), (Coordinate candidate interviews, physical and testing), (Maintain a satisfied level of customer service with clients both internal and external), and (Properly handle client requests through responsiveness, follow-up and escalation)

December, 2008 – January, 2009

- Ex Call Centre Agent at Oceans Developments Limited, Dhaka - Bangladesh (Inbound And Outbound)

Duties and Responsibilities : (Attending phone calls of the customers), (Anticipating problems and needs of the customers), (Informing clients by explaining procedures, answering questions and providing information), and (Up to date and fully aware of the information related to the products or services of the organization)