

Curriculum Vitae of Foyjun Binte Naher

House- 189, Road-02, Flat-3th Floor, Baridhara DOHS, Dhaka-1206

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CAREER OBJECTIVE

I am looking for my possible participation in Hospitality, Tourism and Customer Service Sector, where I can utilize my professional experiences, expertise and managerial capabilities. Indeed I believe that working in hospitality industry is such a platform for me where I can get the opportunity to endure my knowledge. Undeniably I can assure I have that feature in me and I will devotedly work under any conditions and achieve more skills in me to provide my best to the organization. According to my experiences I had learned the accurate gesture of this industry, although I learned it is essential to be empathetic when I am working in Hospitality sector. I essentially admit that to be a Customer or Sales Service Executive it's important to understand the current requirements and the upcoming benefits. I can genuinely cooperate with any Department through a positive attitude. Working for Hospitality organization it's important to immediately assist and arrange the requirements, confidently I can be able to do that with my knowledge and wisdom and I believe I am an quick learner. Towards accomplishing company's targets and goals along with a high reputation I must attend with my dignity and acuties. Eventually make the organization more profitable I must give my best. Self-assuredly I can agree I have that quality and possibility in me. I am very honest, dedicated & hard-working human being. According to my own perception my best quality is I am an empathetic person. I always apply my payable carefulness while making any decision. I am fearless and committed to give my maximum efforts on my work. I wish, I will definitely give my utmost exertion to find techniques and ideas to support the organization.

Employment History:

Employer : **LES PULLS D'ALEX LTD.**

Position : Executive Coordinator

Address : House – 286, Road – 04, Baridhara DOHS, Dhaka- 1206

Duration : Since July 2021 – to Present.

Employer : **DUSAI RESORT & SPA.**

Position : Executive Reservation(Sales & Marketing)

Address : 9/Flr., Erectors House, 18 Kemal Ataturk Avenue, Banani C/A, Dhaka- 1213

Duration : Since December 2018– October 2019.

Employer : **LES PULLS D'ALEX LTD.**

Position : Executive Coordinator

Address : House – 272, Eastern Road, Baridhara DOHS, Dhaka- 1206

Duration : Since December 2016 – July 2018.

Employer : **PAN PACIFIC SONARGAON DHAKA**

Position : Customer Relations Officer (Sales & Marketing Dpt.)

Address : 107 Kazi Nazrul Islam Avenue,Dhaka-1215, Bangladesh

Duration : Since February 2015 – September 2015

Employer : **GROUP MYTH**

Position : Office Executive

Address : House-407/4, Road-07, Baridhara DOHS, Dhaka, Bangladesh.

Duration : Since Oct 2014 – January 2015

Employer : **NATIONWIDE MEDIA LTD. (A SISTER COMPANY OF BENGAL FOUNDATION)**

Position : Assistant Executive

Address : 34 Kemal Ataturk Avenue, 5th Floor Awal Tower, Banani, Dhaka.

Duration : Since Feb 2014 – To Sep 2014

Employer : **GROUP MYTH**

Position : Executive (Fashion Designing Dpt.)

Address : House-407/4, Road-07, Baridhara DOHS, Dhaka, Bangladesh.

Duration : Since August 2008 – Jan 2014

- ❖ I strongly believe, I have sufficient potentials, standard and meaningful performances. Throughout the occupation, I delivered several assignments. In many situations, I have been participating in team work and enthusiastically motivate myself and other colleagues to achieve the maximum success. I would like to state here that, I am able to establish a good relationship and believe that professional cohesion can encourage to create a healthier environment to work better. I always support my colleagues with my ideas and generate a friendly atmosphere at my work place.

ACADEMIC QUALIFICATION:

Exam Title	Concentration /Major	Institute	Result	Passing Year
M.A in English	English Literature	Prime University	A-	2014
B.A Hon's	English Literature	Prime University	A-	2012
H.S.C	Humanities	Holy Cross College	A-	2006
S.S.C	Science	Bottomly Homes Girls High School	B	2003

- **Certificate:** Strategic Client Management Through Creative Selling” by Pan Pacific Hotels Group Singapore. Course Head / Instructor- Roland Kapl by Pan Pacific Hotels Group Singapore.
- **IELTS** : Achieved a Band Score 6 out of 9.

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Understanding & Speaking
Bengali	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Hindi	-	-	Good

COMPUTER SKILLS:

- I can independently work with the following software;
- MS Word, MS Excel, MS Power Point, Opera, Nice and Eazy Software.
- I have capability and sufficient knowledge on the above software and can independently process my works. I can correspond in e-mail and through internet.

KEY PERSONAL SKILLS:

- **Punctuality/ Attendance:** I am exceptionally regular and punctual.
- **Commitment:** I always get involved with those works which can let me hold my commitment.
- **Communication:** I am very effective and precise both in oral and written communication (both in English and Bengali). I have good understanding in report writing, formatting and presentation. Also I am able to make very friendly communication with my work partners and can handle customers with proper concern.
- **Job knowledge:** I have gathered sufficient professional and practical experience and learnt satisfactory knowledge and skills. I always try to understand about the scopes of works, methods and ways properly and possess sufficient working knowledge in the related fields.
- **Problem solving and decision making:** I am capable of identifying work related problems and capable to solve in an effective and efficient way just on time using with carefulness and own judgment.
- **Planning, Organizing and Priorities:** I am very systematic in planning and organizing works.
- **Leadership:** I enjoy high encouraging qualities, and help the other team members not exactly as a leader although as a supportive members of the team. And confidently I can ensure my company that my group's arrangement is reasonably high.
- **Handle people/Customer:** I am able to handle people with my proper care and my honorable clients are managed with an effective way to maximize result.
- **Teamwork:** I always encourage the upcoming new ideas and suggestions from my team members and I believe team work gives us more ways to solve the up-to-date work.
- **Interpersonal relationship:** I am very much helpful, friendly and responsive to my colleague and superiors in all communications.

PERSONAL DETAILS:

Name : Foyjun Binte Naher
Father's Name : Md. Zafar Imam
Mother's Name : Meherun Naher
Date of Birth : May 19, 1986
Gender : Female
Height : 5 Feet 3 Inches
Weight : 50 Kg
Marital Status : Unmarried
Nationality : Bangladeshi (By Birth)
Religion : Muslim
Present Address : House: 189, 3RD Floor, Road-02, Baridhara DOHS, Dhaka.
Permanent Address : House: 189, 3RD Floor, Road-02, Baridhara DOHS, Dhaka.

Signature

Foyjun Binte Naher