

House # 43
Road#3, Block# A,
Aftabnagar, Badda, Dhaka
Phone: +8801882008007, +8801971714496
E-mail: shamrat.ap@gmail.com



MD IMRAN SHEKH

OBJECTIVE

Highly motivated and resourceful assistant with proficient in both oral and written communications. In-depth understanding of diverse client needs and business methodologies. Established record in effective organization and coordination of projects, special events, meetings and conferences. Self-starter with proven competency in driving projects to successful completion coupled with commitment and dedication. Strategic thinker consistently making significant contributions and multi-tasking to complete multiple competing deliverable in a deadline driven environment. Enriched with good knowledge of international language and up to date qualification on field of Human Resource and I would like to apply my excellent skill and overall potentiality in the field of Human Resource Management.

SOFTWARE KNOWLEDGE

- Opera PMS 5.0 (Latest Version)
- NICE Hotel Management Software
- eZee Hotel Software

EXPERIENCE

- **Front Desk Officer, HR & Logistics. East West University**
Aftabnagar, Dhaka
1st July 2016 to Till Now
- **Reservation Executive, The Palace Luxury Resort**
Puthijhuri, Bahuball, Hobigonj
1st March 2015 to July 2016
- **Front Office Supervisor, Dusai Resorts & Spa**
Sreemongol, Moulovibazar
1st September, 2013 to 22nd February, 2015
- **Front Office In charge (Act), Hotel Holiday Villa Gram**
Gulshan-1, Dhaka
February 2013 to August, 2013.

EDUCATION

POST GRADUATE DIPLOMA

BIM—Bangladesh Institute of Management

Major: Human Resource Management

Session: 2020

CGPA- 3.17 (Out of 4)

MASTERS IN BUSINESS ADMINISTRATION (MBA)

East West University

Major: Human Resource Management

Year of passing: 2019

CGPA: 3.17 (Out of 4)

BACHELOR OF ARTS IN TOURISM AND HOSPITALITY MANAGEMENT (BATHM)

IUBAT—International University of Business Agriculture and Technology

Year of passing: 2012

CGPA: 3.62 (Out of 4.00)

HIGHER SECONDARY CERTIFICATE (HSC)

Milestone College

Group: Business Studies

Year of passing: 2008

Division/Grade: GPA 5.00 (Out of 5.00)

SECONDARY SCHOOL CERTIFICATE (SSC)

Bandarban Govt. High School

Group: Business Studies

Year of passing: 2006.

Division/Grade: GPA 4.00 (Out of 5.00)

TRAINING

“Customer Focused Service Quality”

Held on: 30th June, 2014

Organized By: ICS Tourism and Hospitality Sector,

International Labour Organization (ILO)

Supported By: Dusai Resorts & Spa, Giasnagar, Moulvibazar



ACHIEVEMENTS

- Pre-Opening award at Dusai Resort & Spa
- Employee of the Month in June 2014 at Dusai Resorts & Spa
- Nominee for Employee of the Year in 2013 at DuSai Resorts & Spa.

SKILLS

Interpersonal Skills— Customer Service, Leadership, Teamwork

Other Skills— Time Management, Meeting Minutes and Preparation, Project Coordination and Management,

PERSONAL DETAILS

Full Name : Md. Imran Shekh
Father's Name : Md Abul Khaier Shekh
Mother's Name : Sabina Yeasmine
Date of Birth : 15-07-1991(15th July 1991)
Permanent Address : Vill: Naihati P.O: Kalibari
P.S: Rupsha, Dist: Khulna
Passport No : AC9122060
Birth Certificate No : 19913323040217758
NID No : 1505431898

COMPUTER KNOWLEDGE

- ❖ MS Word, MS Excel
 - ❖ Data entry
 - ❖ PowerPoint
 - ❖ Database Management System
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EXTRA CURRICULAR ACTIVITIES

- Pre-Opening Employee at Dusai Resorts & Spa
 - Former Organizing Manager of ITHMS (IUBAT Tourism & Hospitality Management Society).
 - Member of Sub-Committee for seating arrangement (For all Guest) 16th Convocation 2017, 17th Convocation 2018 & 18th Convocation 2019.
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REFERENCES

S M Meraj Hossain
Deputy Finance Controller
East West University
A/2, Johurul Islam City
Aftabnagar, Dhaka
E-mail: meraj@ewubd.edu
Contact No: +8801718307540

Md. Nawshad Pervez
General Manager & Head of
Human Resource
Square Hospitals Ltd.
18/F West Panthapath, Dhaka
E-mail: nawshad@squarehospital.com
Contact No: +8801713036839



MD. IMRAN SHEKH

(I certified that all information stated here in as true and correct.)