# Curriculum Vitae Of



**Mohammad Amir Hamja Cell: 01967262896**

**E-mail:** [**hamjaamir5@gmail.com**](mailto:hamjaamir5@gmail.com)

**Career Objective:**

I want to develop my career with hard labor, using the best effort of my capability and honesty. I have interest to work in a suitable environment to express my creativity, enhance my knowledge and develop my career. I also want to be creative and innovative in my job field.

# Educational Qualification:

**Bachelor In Hospitality Management**

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| --- | --- | --- |
| Institution | : Royal University | |
| **Higher Diploma in Hotel Administration (3 year’s)** | | |
| Institution | : | Institute of Tourism and Hotel Management |
| **Higher Secondary Certificate (H.S.C)** | | |
| Institution | : | Gulshan Model College |
| GPA | : | 3.80 |
| Passing Year | : | 2010 |
| Group | : | Business Studies |
| Board | : | Dhaka |
| **Secondary School Certificate (S.S.C)** | | |
| Institution | : | Rampura Ekramunnesa Boy’s High School |
| GPA | : | 4.31 |
| Passing Year | : | 2008 |
| Group | : | Business Studies |
| Board | : | Dhaka |

**Computer Proficiency:**

I can operate MS Word, Excel, PowerPoint & Internet Browsing.

# Language Proficiency:

Bengali: Reading, Writing, Listening & Speaking. English: Reading, Writing, Listening & Speaking.

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| **Personal Details:** | | | |
| ❖ | Name | : | Md. Amir Hamja |
| ❖ | Father’s Name | : | Md. Bachchu Mia |
| ❖ | Mother’s Name | : | Nilufar Yesmin |
| ❖ | Permanent Address | : | C/O. Md. Amir Hamja |
|  |  |  | House#20, Road#06, Block-B, |
|  |  |  | Rampura, Banasree, Dhaka. |
| ❖ | Present Address | : | C/O. Md. Amir Hamja |
|  |  |  | House#20, Road#06, Block-B, |
|  |  |  | Rampura, Banasree, Dhaka. |
| ❖ | Nationality | : | Bangladeshi by birth |
| ❖ | Religion | : | Islam |
| ❖ | Date of Birth | : | 21st December, 1993 |
| ❖ | Sex | : | Male |
| ❖ | Marital Status | : | Unmarried |
| ❖ | Height | : | 5'-6'' |
| ❖ | Weight | : | 63 Kg |

# Experience:

1. **Asst.Manager Sales And Marketing (February 1,2020 to Present)**

**Hotel Lake View Plaza**

Company Location: Gulshan-2 Department: Sales And Marketing **Duties/Responsibilities:**

Planning and supervising marketing operations to achieve revenue target. Coordinate with Brand Manager in developing marketing plan and budget. Analyze sales data and determine sales forecast.

# Senior Sales And Marketing Executive ( December 28, 2017 to January 28,2020)

**Hotel De Crystal Crown** Company Location : Gulshan 1 Department: Sales And Marketing ***Duties/Responsibilities:***

Sells products by establishing contact and developing relationships with prospects, recommending solutions. Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements. Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors. Prepares reports by collecting, analyzing, and summarizing information. Maintains quality service by establishing and enforcing organization standards.

# Sales And Marketing Executive ( February 01, 2017 - December 25, 2017)

**Hotel Rose View**

Company Location: **Sylhet** Department: Sales And Marketing ***Duties/Responsibilities:***

Builds business by identifying and selling prospects; maintaining relationships with clients. Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options. Contributes to team effort by accomplishing related results as needed.

# Sales And Marketing Executive trainee ( May 01, 2016 - October 25, 2016)

**Innotel Boutique Hotel**

Company Location : Banani Department: Sales And Marketing ***Duties/Responsibilities:***

Accomplishes business development activities by researching and developing marketing opportunities and plans; implementing sales plans; managing staff.

# Food and Beverage Service Supervisor (Trainee) ( October 10, 2012 - June 28, 2013)

**Newzeland Natural Bangladesh** Company Location: Banani 11   
Department: Food and Beverage Service ***Duties/Responsibilities:***

Performing according to the standard of the operation Supervise the staff of Pre setup preparation restaurant, food & drinks as well as service staff. Ensuring smooth operation of Food & Beverage Service Assuring the best quality of service taking order from Guest and serve in accordance with customers’ instruction To take payment from customer Inspecting departmental problems of guest as well as staff Analyzing the performance result.Taking reservation & allocating seats of Restaurant.

# Waiter (Trainee) ( February 01, 2012 - September 25, 2012) Cream and fudge bangladesh

Company Location: Baily Road

Department: Food and Beverage Service ***Duties/Responsibilities:***

Pre setup preparation restaurant. Pre setup preparation of food drinks & beverage in the lounge, restaurant. Checking the general cleaning of service area serving guests Taking order cleaning station

# Declaration:

I, the undersigned declare that the information provided in this Curriculum is true to the best of my belied and knowledge and correctly describes my experience and myself.

# Date:……………….. Signature