

# Curriculum Vitae Of

**MD NAIMUL HOQUE (NAYEEM)**

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Email: [bdsnayeem@gmail.com](mailto:bdsnayeem@gmail.com)



I have willingness to build up my career to provide the best service in the line of Hospitality Management in Hotel and Tourism based organization.

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## **Career Summary:**

I have worked on Customer Service Management in Food & Beverage Services, FrontOffice & Reservations, Sales & Marketing and Operations in Hospitality Management.

## **Academic Qualification:**

### **Bachelor of Social Science**

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National University

Group: B.S.S (Pass)

Year of passing: 2011

Season: 2007-08

Grade: 3<sup>rd</sup> Division

### **Higher Secondary School Certificate (H.S.C / ALIM)**

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Board of Intermediate and Secondary Education, Dhaka

Group: Arts, GPA- 2.83

Year of passing: 2007

### **Secondary School Certificate (S.S.C / DAKHIL)**

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Board of Intermediate and Secondary Education, Dhaka

Group: Arts, GPA- 3.42

Year of passing: 2005

## **Professional Training:**

I have successfully completed National Certificate Course in “**Food & Beverage Service**” Department from “**NHTTI**” (National hotel & Tourism Training Institute) of **Bangladesh PARJATAN Corporation** (National Tourism Board) in Mohakhali, Dhaka-1212.

**Duration:** 28<sup>th</sup> October 2007 to 28<sup>th</sup> February 2008.

I have Successfully Completed (06) weeks Industrial attachment programmed in **DHAKA REGENCY HOTEL & RESORT**, Airport road, Nikunja-2, Dhaka-1229.

**Duration:** 17<sup>TH</sup> February 2008 to 28<sup>TH</sup> March 2008.

### **Working History:**

- Now I'm working as a **General Manager** in "**White Hall Buffet & Convention Hall**" At Holding No. 42-43, Gawsia Twin Pick, Lift-6, Satmasjid Road, Dhanmondi, Dhaka - 1209.  
**Duration:** 1<sup>st</sup> February 2022 to till.
- I have worked as a **General Manager** in "**Hotel Priyo Nibash**" A Stylish Residential Hotel at Green Road, Panthapath, Dhaka-1205.  
**Duration:** 5<sup>th</sup> Jan. 2020 to 30<sup>th</sup> December 2021.
- I have worked as a **Manager, Operations** of "**Spring Hill Hotel & Apartment**" at H# 31, R# 24/30, Gulshan-01, Dhaka - 1212.  
**Duration:** 1<sup>st</sup> Jan. 2018 to 21<sup>st</sup> Dec. 2019.
- I have worked as a **Front Office & Reservation Manager** in "**Spring Hill Apartment**" at H#31, R# 24/30, Gulshan-01, Dhaka -1212.  
**Duration:** 1<sup>st</sup> April 2017 to 31<sup>st</sup> Dec. 2017.
- I have worked as a **Food & Beverage Supervisor** in "**Gardenia-The Grand Hall & Restaurant**" at House # 8, Road # 51, Gulshan-2, Dhaka - 1212. **Duration:** 10<sup>th</sup> September 2014 to 30<sup>th</sup> March 2017.
- I have worked as a **Waiter Captain** of "**Hotel Holiday Villa Gram**" at H # SW(E)1A /2, R #7 Gulsan-1, Dhaka-1212.  
**Duration:** 1<sup>st</sup> February 2013 to 31<sup>st</sup> August 2014.
- I have worked as a **Sr.Waiter** of "**Hotel Quality Inn**" at H # 06,R# 50, Gulsan-2, Dhaka-1212.  
**Duration:** 1<sup>st</sup> September 2011 to 31<sup>st</sup> December 2012.
- I have worked as a **Waiter** of "**Long Beach Hotel**" at Kolatoli Road hotel Motel Zone, Kolatoli, Cox's bazar.  
**Duration:** 1<sup>st</sup> March 2011 to 30<sup>th</sup> August 2011.
- I have also worked as a **Waiter** of "**Hotel City Homes**" At H#04,R# 13/B Sec # 06 Uttara, Dhaka.  
**Duration:** 1<sup>st</sup> June 2009 to 25<sup>th</sup> February 2011.

**Job responsibility:**

- Planning strategies to ensure total guest satisfaction.
- Develop an annual business plan.
- Ensure highest standards of professional services to customers.
- Initiate cost effective controls and revenue management techniques.
- Prepare, review and assess monthly or periodic financial statements.
- Create brand image for the hotel / Organization.
- Develop strategies for organizing, staffing, planning and executing functionalities.
- Provide training for hotel staff in delivering care that meets the best standards and practices.
- Develop day-to-day operations and functions of a hotel ensuring total guest satisfaction.
- Maintain and manage hotel equipment, infrastructure, inventories and other facilities efficiently.

**Language proficiency:**

Bangla – Mother language.

English – Can Read, Write & speak confidently.

Hindi – Can understand & speak well.

I have experience of Chinese, Japanese & Turkish Greeting language.

**Computer Skills:** MS Word, MS Excel, Power point & Internet browsing.

**Digital Marketing Skills:** I have successfully completed Social media as Facebook, Instagram, Twitter, Google & SEO (Search Engine Optimization) etc. Marketing course from “**Kaizen IT Ltd.**” In Green Road, Panthapoth, Dhaka-1205.

**Software Knowledge:** I have worked **NICE** and **Z & Z** Hotel & Restaurant Management Software.

**Interests and Hobbies:**

Willing to take challenge.

Traveling.

Sports.

Watching Movies.

Reading Book.

Specially learning something new etc.

**Personnel Information:**

Name : Md Naimul Hoque (Nayeem)  
Father Name : Md Shamsul Hoque  
Mother Name : Mansura Begum.  
Date of Birth : 1<sup>st</sup> January 1989  
Sex : Male  
Marital Status : Unmarried  
Religion : Islam  
Height : 5 ft 5 inch.  
Nationality : Bangladeshi

<b><u>Permanent address:</u></b>	<b><u>Present address:</u></b>
Md Naimul Hoque (Nayeem) Village:Patanondi Post Office: Batisha (3551) P/S: Chouddagram District: Cumilla Bangladesh.	Md Naimul Hoque (Nayeem) White Hall Road-27 Level-06 Dhanmondi-27 Dhaka-1209 Bangladesh.

**Reference:**

MD.Zeaul Karim Former Head of The Department Food & Beverage Service (NHTTI) Bangladesh PARJATAN Corporation. Mohakhali, Dhaka-1212.	MD. Athar Hossain CEO White Hall Buffet & Convention Hall Dhanmondi,Dhaka-1209 Bangladesh.
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**Md Naimul Hoque (Nayeem)**