



Curriculum Vitae

Of

MD NAIMUL HOQUE (NAYEEM)

Cell No: +880 1913-869842 (WhatsApp)
Email: 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.

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

National University
Group: B.S.S (Pass)
Year of passing: 2011
Season: 2007-08
Grade: 3rd Division

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

Board of Intermediate and Secondary Education, Dhaka
Group: Arts, GPA- 2.83
Year of passing: 2007

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

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: 28th October 2007 to 28th February 2008.

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

Duration: 17TH February 2008 to 28TH 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: 1st 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: 5th Jan. 2020 to 30th December 2021.
- I have worked as a **Manager, Operations** of "**Spring Hill Hotel & Apartmentat**" at H# 31, R# 24/30, Gulshan-01, Dhaka - 1212.
Duration: 1st Jan. 2018 to 21st 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: 1st April 2017 to 31st 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:** 10th September 2014 to 30th 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: 1st February 2013 to 31st August 2014.
- I have worked as a **Sr.Waiter** of "**Hotel Quality Inn**" at H # 06,R# 50, Gulsan-2, Dhaka-1212.
Duration: 1st September 2011 to 31st December 2012.
- I have worked as a **Waiter** of "**Long Beach Hotel**" at Kolatoli Road hotel Motel Zone, Kolatoli, Cox's bazar.
Duration: 1st March 2011 to 30th August 2011.
- I have also worked as a **Waiter** of "**Hotel City Homes**" At H#04,R# 13/B Sec # 06 Uttara, Dhaka.
Duration: 1st June 2009 to 25th 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 Gritting 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 : 1st January 1989
Sex : Male
Marital Status : Unmarred
Religion : Islam
Height : 5 ft 5 inch.
Nationality : Bangladeshi

| <u>Permanent address:</u> | <u>Present address:</u> |
|--|--|
| 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. |
|--|--|

Md Naimul Hoque (Nayeem)