



HASIBUL ISLAM SHANTO

CONTACT

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- Rashidiya, Dubai

SKILLS

- Excellent knowledge in Microsoft Office and Excel
- Typing Speed 50+WPM
- Basic Computer Knowledge
- Time Management
- Effective Communication
- Relationship building

EDUCATION

TAHERA NOOR SCHOOL & COLLEGE

- Higher Secondary Certificate (HSC) 2018-2020
- Computer Office Application

LANGUAGES

- English
- Hindi
- Bengali

CAREER OBJECTIVE

A suitable position with an organization, where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encouraged and permitted to be an active participant as well vital contribute on development of the company.

WORK EXPERIENCE

SMSO General Trading LLC

2024 - 2025

Data Entry Clerk

- Edited, improved and updated existing documents in line with set standards.
- Carried out routine office duties to support productive workflow.
- Typed correspondence and reports with precision, maintaining high levels of accuracy.

EFOR FASHION

2022 - 2024

Salesman

- Placed customer orders, providing guidance on product delivery timeframes.
- Used outstanding product knowledge, sales and customer relations skills to drive substantial profit increases.
- Applied various sales techniques to steadily expand customer bases.

DownTown Cafe (Nikunja)

2018 - 2019

Waiter

- Prioritized guest satisfaction, fostering increased frequency of return customers.
- Addressed and resolved customer concerns, leading to favorable feedback.
- Upheld strict standards of cleanliness to ensure an inviting dining environment.

ADDITIONAL INFORMATION

- Date of Birth: 8th January 2001
- Visa Status: Partner Visa
- Nationality: Bangladesh