



HASIBUL ISLAM SHANTO

CONTACT

- 055 834 9016
0509052870
- hasibul9473@gmail.com
- Dubai Silicon Oasis, UAE

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

- Migo Tours** 2023 - 2024
Typist
 - 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.
- Big Value Mart** 2019 - 2022
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