

MD Shariful Islam

Office Manager | Executive Assistant

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Languages

English

About

Clothing Store Manager with more than 1.5 years experience in customer service, pricing, packing, folding, customer handling, and buying and selling clothes and shoes, keen to join Dweet as a Fashion Retail Sales Associate to make a difference in helping our clients find the best experience for them. Professional with a good understanding of communication and organisation skills. An honest and polite individual with whom the clients were mostly satisfied. Able to work autonomously and as a team player. Committed to continuous professional development (CPD). Worked with so many volunteer organisation (Leo club, Lions Club International) and clubs and achieved lots of experience. Recently went on a career Bootcamp to upgrade academic and professional career related skills. Available for working anytime Between Wednesday to Sunday.

BRANDS WORKED WITH

Champion Travels and Tours

Private Tutor

Regents Lake Banqueting Venue

Sharif Cloth

Experience

● Event Organizer

Regents Lake Banqueting Venue | Sep 2023 - Now

Working in team to organise events, weddings and parties. Purchase all kinds of equipment to organize the event. Helped our team members to serve all types of foods (including starter, main and dessert) to the guest. Worked for sorting the event room nicely. Experienced in working simultaneously on multiple projects with tight timeline.

● Executive Officer

Champion Travels and Tours | Feb 2023 - Aug 2023

Helped our clients to issue best tickets, hotels and packages for them with lowest cost. Organised tour packages with competitive price. Gave visa processing support to our business, tourist and student clients. Created a new data collection system which helps our company to maintained a synchronised data record. Managed the renowned airline companies to give us partnership and do business with us. Did a aviation related sales, marketing and contact course.



● Assistant Maths Teacher

Private Tutor | Jun 2022 - Dec 2022

Helped student to understand Mathematics, English, Physics, Chemistry. Worked as a Math Olympiad event organizer. Gave Special separate care to less meritorious students. Taught students how to solve problems and how to think critically. Reviewed the question and answer of the student correctly.

● Store Shop Manager

Sharif Cloth | Feb 2021 - May 2022

Checked whether quality standards were maintained in buying and selling products. Bought various quality on demand cloths and shoes for the shop. Sold products to the customers. Kept an account of all income and expenses of the shop. Took feedbacks from the customers. Helping the customers to find the best products for them.

Education & Training

2023 - 2023

● London South Bank University

Bachelor of Science in Computer Science,

