

CURRICULUM VITAE

Saiful Alam

Residence Address

Flat# 11
Entrance # 1219
Road # 0414
Block # 0604
Al Qariyah,
Kingdom Of Bahrain



Career Objectives.

To seek a challenging position in a highly professional environment, where I will be in a position to utilize my qualification to implement its policies, increase its profitability and attaining its goals.

Educational Qualifications:

- Passed B.com under National University, Bangladesh. (1998-2000)
- H.S.C under Comilla Board, Bangladesh. (1996-1998)
- S.S.C under Comilla Board, Bangladesh. (1994-1996)

Personal information:

Name	: Saiful Alam
Nationality	: Bangladeshi
Date of Birth	: 04/02/1980
Sex	: Male
Marital status	: Married
Religion	: Muslim
Passport No.	: W0758377
C.P.R. No.	: 800227867
E-Mail	: saifulalam124@yahoo.com
Phone Number	: 00973-33069258/ 33456044

Strengths:

- Sincere and honest
- Good communication skills
- Hardworking
- Punctual
- Self-confident

Others :

- Basic computer knowledge.

Languages known:

- | | |
|-----------|-------------------------------|
| • English | Speaking / writing. |
| • Urdu | Speaking. |
| • Hindi | Speaking. |
| • Bengali | Speaking/ writing. |
| • Arabic | Basic understanding capacity. |

Work Experience:

***Year-long service as Marketing Executive at Veranda Café, Adliya Branch, Kingdom of Bahrain.**

***Worked as a Service Crew Captain and Cashier in Charge at Veranda Café, Adliya Branch, Kingdom of Bahrain. (From 2006)**

-Prepares checks for outlet sales based on submitted captain's order, proceeds posting the checks through POS.

-Receives cash and charge payments, forwards immediately all charge sales check

-Prepares sales summary, submit to accounts for checking and verification

-Prepares daily remittance reports and remits collections to accounts

-Maintain custody of cash float and insures that at all times have available change

-Reports any missing check in standard form to manager for further investigation

-Prepares staff Duty Roasters, annual leave schedules proposals and staff succession/replacements proposals to manager

-Assists in the periodic, physical and inventory taking

-Greet and farewell guests having best telephone manners

-Receives calls for reservations, functions, take away orders and ODC inquiries

-Responsible for emergency calls and actions, whenever situation required

***Worked as a Cashier and Customer service at Gulf Pearl Hotel in Manama (2004-2006)**

-Received and welcomed hotel's guests taking care of checking-in and checking-out processes

***Worked as Sales Agent for A.K.S Steel Factory in Chittagong, Bangladesh. (2002-2004)**

-Introduced the products to customers and closed sale deals

***Worked as Sales Consultant for Metlife Alico Insurance Co. in Dhaka, Bangladesh (2000-2002)**

Others:

Eight years Driving Experience, Bahrain.

Interests:

Listening to music.

Watching movies.

Outdoor Games. (Cricket, Football)

Declaration:

I hereby certify that the above information is true & correct to the best of my knowledge and belief.

20/06/2016

SAIFUL ALAM

