



Personal Info

- Nationality: Bangladesh
- BOD: 21, October, 1998
- Gender: Male
- Marital Status: Single
- Language: English, Bengali, Hindi

Contacts

- 📍 Al-Karama, Dubai, UAE
- ☎ +971547385739
- ✉ anik.sayedahmed@gmail.com
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Skills

- Digital Marketing
- Content Writing
- Time Management
- Team Leadership & Team Work

References

Aazad Waf

Solution Architect
Solse Tech Limited
☎ +8801771164617

SAYED AHMED ANIK

I developed the ability to organize work alone or together with the team of the brigade, with whom I have always established a professional relationship whose main values are based on professionalism, mutual respect and confidence, capable of working well under pressure, hard worker, adaptable, fast learner, and interest with any new things.

Work experience

SOLSE TECH LIMITED

Associate Admin

December 2021 - December 2022

EXECUTIVE

- Provide administrative support to executives and teams.
- Handle incoming calls, emails, and correspondence.
- Maintain organized filing systems for easy document retrieval.
- Assist in planning and organizing corporate events and meetings.
- Maintain accurate records of office expenses and budgets.
- Collaborate with different departments to facilitate efficient operations.

STAR PACIFIC, SYLHET

Front Desk

January 2021 - October 2021

TRAINEE

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Monitor office supplies and place orders when necessary
- Take up other duties as assigned (travel arrangements, schedules etc)

Education

- Bachelor of Tourism and Hospitality Management (BBA) : 2018 - Present
- Higher Secondary Certificate (H.S.C) from Comilla Board in 2017.
- Secondary School Certificate (S.S.C) from Comilla Board in 2014.

Certificates

- Certificate of Best intern on front office executive
- Certificate of Attendance on food safety awareness