

# MD SHOHAN SHEAK

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Nearby Salah Al Din Street, Deira,  
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## OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and objectives within a contemporary and economical business setting. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills & knowledge appropriately.

## EDUCATION

2020	<b>BJ International Training College Malaysia</b> Diploma Grade 3.10
2016	<b>Shahazadpur Pilot Model High School</b> Secondary School Certificate GPA 4.49

## EXPERIENCE

2022 - 2024	<b>ROYALTON HOTEL</b> Cashier <ul style="list-style-type: none"><li>◦ Greeting &amp; assisting customers with their needs.</li><li>◦ Make good relationships with customers.</li><li>◦ Handling bill orders, invoices &amp; properly update on system.</li><li>◦ Managing petty cash, maintaining registers &amp; book files.</li><li>◦ Proper documentation of files &amp; records for quick reference &amp; audit purposes.</li><li>◦ Following KYC procedures properly.</li><li>◦ Preparing various reports, monitoring &amp; analyzing operational data.</li><li>◦ Report to management &amp; perform administrative duties on behalf of manager.</li><li>◦ Properly resolving complaints raised from customers &amp; report to manager.</li></ul>
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## SKILLS

- Excellent in verbal & written communication
- Proficient with Microsoft Office, Microsoft Outlook
- Time & priority management
- Works under pressure
- Good at reporting & documentation
- Problem solving & decision making
- Active listener
- Adaptability

## LANGUAGES

- English
- Hindi
- Bangla