



# Tonmoy Rahman Talukder

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Location: Salah Al Din Metro Station, Dubai

## OBJECTIVE

As an experienced front office management professional and a current business law student, my expertise lies in effectively overseeing all aspects of front office operations, including reception, guest services, and administration. With a proven track record of optimizing workflow efficiency and customer satisfaction, I possess strong communication skills and the ability to handle high-pressure situations with professionalism and grace. My educational background in business law has honed my analytical thinking and problem-solving abilities. With a dedication to excellence and a commitment to driving positive change within organizations, I am poised to make a valuable contribution in any setting.

## EDUCATION

- **Pearson HND in Business Law**  
Explore Educational Institute, Dubai  
June 2024-2026
- **Higher Secondary Certificate (HSC)**  
Sylhet Government College  
GPA: 4.92 out of 5.00  
Graduated: 2021
- **Secondary School Certificate (SSC)**  
Blue Bird School and College  
GPA: 4.92 out of 5.00  
Graduated: 2018

## SKILLS

- Excellent written and verbal communication
- Analytical thinking and problem-solving skills
- Strong technology and software skills
- Client Dealing

## WORK EXPERIENCE

**Content Manager | Hasty Head | Sylhet, Bangladesh**  
April 2022 -December 2023

**Receptionist Cum Student Counsellor | Bright Future Edu |Sylhet, Bangladesh**  
January 2023 – January 2024

**Freelance Writer**  
2021- Currently Working

## LANGUAGES

- English: Fluent (written and spoken)
- Duolingo English Test Score: 120 (C1)
- Hindi: Fluent in spoken
- Bengali: Native proficiency