

RESUME OF

Khadiza Akter



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PERSONAL STATEMENT

The objective of my career is to find a stimulating and challenging role in a reputed business organization where I can use my interpersonal, management and leadership skills to make a positive contribution.

WORK EXPERIENCE

FU-WANG Foods Ltd.
Senior Officer Accounts
3rd December, 2017 – 28th September, 2019

Core Responsibilities:

- Processing income and expenditure vouchers and journals
- Handling financial book keeping
- Recording payments
- Assisting managers on preparing monthly and daily report

Dhaka Regency Hotel and Resort
Guest Service Agent
1st December, 2016 – 15th July, 2017

Core Responsibilities:

- Handling guest queries
- Maintaining room reservations
- Providing front desk services to guests
- Coordination with bell service and staff management

Coventina Lake Suites
Guest Service Associate
1st January, 2016 – 20th October, 2016

Core Responsibilities:

- Preparing Front Office Manual
- Defining Front Desk executives' jobs descriptions
- Assisting managers on preparing daily and monthly reports
- Handling guest queries
- Maintaining room reservations

PUBLICATIONS:

- Abstract on **“Contribution of Rivers on Ecotourism of Bangladesh”** at 8th SSEASR Conference entitled with the theme of Rivers & Religion, connecting Cultures of South and Southeast Asia duration from June 13- 16, 2019.

EDUCATION AND TRAINING

MBA	2014 – 2015	CGPA: 3.67 out of 4.00
	University of Dhaka, Major: Tourism and Hospitality Management	
BBA	2011– 2014	CGPA: 3.47 out of 4.00
	University of Dhaka, Major: Tourism and Hospitality Management	
HSC	2009	GPA: 4.90 out of 5.00
	Shiddesawari Girls College, Group: Business Studies	
SSC	2007	GPA: 4.75 out of 5.00
	BaddaAlatunnesa Higher Secondary School, Group: Business Studies	

CERTIFICATIONS AND SKILLS

COMPUTER SKILLS M/S Word, Excel, Power point, Social Media and Internet marketing.

CERTIFICATION TRAINING Certification course on “Soft Skill Development and Digital Marketing”
Year: September, 2015 - March, 2016
Organized by Bangladesh Computer Council(BCC) and Earnest & Young (EY)

Hotel Management Training Year: February, 2015 – April, 2015
Dhaka Regency Hotel and Resort, Dhaka, Bangladesh
Guest Service Agent at Front Office Department
Catering Sales Executive at Sales &Marketing
Food and Beverage Division

EXTRA CURRICULAR ACTIVITIES

- Co-founder and Former General Secretary, International Tourism Student’s Confederation (ITSC)
- Former Head of Membership Program, PATA Bangladesh Dhaka University Chapter
- Former Executive Member, Dhaka University Career Club (DUCC)
- Ex Cadet, Bangladesh National Cadet Core (BNCC)

REFERENCES

Mojib Ahmed , PhD, Professor Department of Tourism and Hospitality Management Faculty of Business Studies, University of Dhaka Mobile: +88 01713 046067	Dr. Atiqur Rahman Khan Chairperson International Tourism and Hospitality Management Department, Primeasia University Mobile:01716-516067
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