

RESUME OF MOHAMMED GOLAM KIBRIA



Present Address:

House # 11/3, Road # 1,
Kallyanpur, Dhaka-1207.
Mobile # 01711492373
E-mail # mdgkibriaa@gmail.com

Professional Experiences:

Front Office Executive

Sea Princess Hotel – Coxbazar, Bangladesh

April 2024 – October 2024

- Greeted and assisted guests with check-ins, check-outs, and inquiries, ensuring a warm and professional first impression.
- Managed daily front desk operations, including room reservations and payment processing.
- Provided exceptional customer service by handling guest requests, concerns, and complaints promptly and efficiently.
- Collaborated with housekeeping and maintenance teams to ensure rooms were ready and guest needs were met.
- Maintained a neat and organized reception area, ensuring compliance with hotel standards and protocols.
- Handled incoming calls, emails, and messages with professionalism, redirecting to relevant departments as needed.

Data Analyst – Map Project

Intelligent Image Management Limited (IIML) – Dhaka, Bangladesh

February 2022 – August 2024

- Collected, cleaned, and validated large sets of data to ensure accuracy and completeness for analytical purposes.
- Analysed structured and unstructured data to generate insightful reports for internal use and client projects.
- Utilized Excel and other data tools to organize and interpret data trends, supporting decision-making processes.
- Ensured data confidentiality and adhered to company protocols while working independently in a remote setting.

Data Analyst – English Project

Golden Harvest Infotech Ltd. (GHIT) – Dhaka, Bangladesh

February 2018 – January 2022

- Conducted detailed data entry and analysis for English-language projects, ensuring high accuracy and consistency.
- Interpreted and categorized data based on project-specific guidelines for use in client deliverables.
- Maintained data integrity while handling large volumes of information under tight deadlines.
- Collaborated with team leads to meet project milestones and improve workflow efficiency.
- Demonstrated strong English comprehension and attention to detail in processing textual data.

Support Officer – Finance Division (Warehouse, Sourcing)

Grameenphone Limited (GP) – Dhaka, Bangladesh

April 2007 – December 2017

- Managed the receipt, issuance, and tracking of new telecommunication equipment using the GERP (Global Enterprise Resource Planning) system through Internal Requisitions (IR).
- Handled old and returned equipment transactions through Work Requisitions (WR) using the NERM (Network Enterprise Resource Management) system, ensuring accurate inventory updates and traceability.
- Operated within the Archive Center, overseeing the collection and dispatch of official documents across departments, maintaining detailed logs via the ATS (Archiving Tracking System).
- Collaborated with internal teams and end-users to support smooth logistical operations and document management within the organization.
- Ensured compliance with company protocols and maintained accurate records for audit and operational purposes.

Computer Operator

Lahmeyer International Pally Power Services Ltd. (LIPPS) – Dhaka, Bangladesh

June 2000 – March 2003

- Prepared and formatted official documents, reports, and correspondence for internal and external use.
- Maintained commercial documentation and assisted in daily office operations related to project administration.
- Drafted and compiled tender documents for both local and international projects, ensuring compliance with submission requirements.
- Submitted completed tenders to relevant authorities within specified deadlines.
- Provided logistical and administrative support during site visits, including accompanying foreign engineers and consultants to the Mymensingh power station project.

Online & Offline Courses:

- **Wix & Webflow Design & Development Course on CodemanBD from Feb. 2025 to Sep. 2025.**
- **Digital Marketing Course from Learn and Earn Development Project, ICT Division, from August 2020 to November 2020, (03 Months).**
- **Digital Marketing Course from Basis Institute Technology & Management (BITM), from July 2018 to Sept 2018, (03 Months).**

Educational Qualification:

- MSS (CGPA-3.65), Shanto-Mariam University of Creative Technology, Passing Year 2010.
- BSS (Second Class), National University, Dhaka, Passing Year 1999.
- HSC (Second Division), Lalmi College, Comilla, Passing Year 1997.
- SSC (Second Division), Dhaka Collegiate School, Dhaka, Passing Year 1993.

Computer Knowledge:

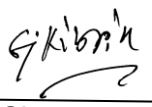
- MS-Office (Word & Excel)
- Sound knowledge in GERP, NERM & ATS

Extra-Curricular Activities:

- I was involved in the children's organization "Kochi-Kachar Mela" as a social worker from 1987 to 1993.
- Treasurer of the "Leo Club of Dhaka Prime" from 1998 to 2000.
- I was involved in "Theater Center for Social Development (TCSD)" as an Actor & Production Manager from December 1995 to January 2000.

Personal Information:

Father's Name	:	Late Alhaj Md. Golam Mowla
Mother's Name	:	Late Noorjahan Begum
Permanent Address	:	House # 730, Chalabond Matir Moshjed Road, Dakshinkhan, Ajampur, Dhaka- 1230
Date of Birth	:	February 08, 1976
Nationality	:	Bangladeshi
Marital Status	:	Married
Referance	:	Mr. Moshtaque Ahmed Rubel Judge (District and Sessions Judge) Women and Children Repression Prevention Tribunal No. 1 Chattogram. Mobile # 01716-003249



Signature