



## CONTACT DETAILS

Shovaislam92@gmail.com  
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## SKILLS SUMMARY

Microsoft Office

Excel

Microsoft word

PowerPoint

Process  
Improvement

Fast Learner

Work under  
Pressure

Positive Attitude

# SHIMLA AKTER

## PERSONAL PROFILE

I am Shimla Akter Completed Bachelor of Arts from National University of Dhaka 2013 and looking for an opportunity in order careers Growth. Having experience of Teller Service in Exchange & Assistant Chef in Butter Café al Rayan Doha Qatar .

## WORK EXPERIENCE

### Teller Service

Al Zaman Exchange Doha | 15/04/2022-01/02/2024

- ◆ Received & Sending Remittance.
- ◆ Cashiering.
- ◆ Customer Service.
- ◆ Assist other colleagues if required.

### Assistant Chef.

Butter Café Al Rayan Doha | 15/02/2021-28/02/2022

- ◆ Team Handling
- ◆ Oversee all aspects of the daily operation of the kitchen.
- ◆ Prepare food for clients following the orders.
- ◆ Respond to guest complaints in a timely manner.
- ◆ Ensure compliance proper standard and maintain hygiene.

## ACADEMIC HISTORY

### Bachelor of Arts-2013

National University Dhaka | 3 year

### H .S. C - 2010

Higher Secondary School | 2 year

### S .S. C - 2008

Secondary School Certificates

## Strengths

Out-of-the-Box Thinker | Quick-Learner | Goal Oriented | Flexible | Motivated Team Player | Good Communicator | Hardworking | Confident | Detail Oriented | Positive Attitude Industrious in nature | Passion to excel | Honesty.

