

## CONTACT



### MOHAMMAD HAMED HOSSAIN

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## OBJECTIVE

I seek challenging opportunities where i can fully use my skills for the success of the organisation. To work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

## EXPERIENCE

01-04-2023 -

### Landmark Hospitality

Admin

Responsible for providing administrative support to organizations. In their resume, they should emphasize their technical skills and accomplishments, such as creating digital filing systems, automating daily tasks, and streamlining administrative processes.

## EDUCATION

2012

### Baitiush Sarf Adarsha kamil Madrasah

SSC

4.56

2014

### Premier University College

HSC

2.96

## SKILLS

Answering general telephone and face to face enquiries, To undertake reception duties signing in visitors. To undertake routine administration tasks. To provide general clerical/admin support across the team e.g. photocopying, filing, emailing, telephone calls and general typing.