



## PROFILE

A dynamic professional with a diverse skill set encompassing roles as an Order Taker and Attendant, Waiter, and Assistant. Proficiently managed customer orders with precision, ensuring prompt service delivery. Delivered exceptional dining experiences through attentive service and order accuracy.

Additionally, provided valuable administrative support, showcasing organizational and multitasking skills. A collaborative team player with a commitment to efficiency and customer satisfaction.

## CONTACT

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## LANGUAGE AND IT SKILLS

Bengali (Native), English, Arabic, Hindi and Urdu

Microsoft office, Internet Browsing, Email and Fax

## HOBBIES

Playing Soccer, Cricket and Chess

# MD. ROYKHAN GAFOR

## EDUCATION

### Higher Secondary School

2008 - 2010

I am a holder of Higher Secondary School Certificate with a GPA of 3.60 out of 5, demonstrating my strong academic performance and aptitude for the field of study.

### Secondary School

2003 - 2008

A secondary school certificate with a GPA of 4.69 out of 5 is a highly distinguished academic achievement with exceptional performance.

## WORK EXPERIENCE

### Ashulia Garments and Textile Factory

Receiving Officer

January 2011 to November 2012

Responsible for receiving, inspecting, and verifying incoming shipments against purchase orders. Managed inventory, ensured quality control, and coordinated with suppliers for accurate and timely deliveries.

### Pakwan Restaurant

Waiter

June 2013 to August 2015

Provided excellent customer service by taking orders, serving food, and ensuring a positive dining experience. Maintained cleanliness and assisted in training new staff to uphold restaurant standards.

### G4s Qatar

Access Control Operator

November 2015 to till Date

Monitored and controlled access points, ensuring compliance with security protocols and verifying credentials. Responded to security incidents and maintained detailed logs of access activities.

## PROFESSIONAL SKILLS

**Welding & fabrication** technical educational program from BTEB & NSDA.

**Nebosh International General certificate of health and safety.**

**IOSH** managing safely certificate.

Certified IRCA ISO 45001:2018 **OHSMS Occupational Health and Safety.**

G4S Basic Training Certificate

Traineeship certificate **Le Meridien Dhaka** under **food & beverage** service department.