



Kazi Miad Mohammad

Date of birth: 09/12/1997

Gender: Male

Nationality: Bangladeshi

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● ABOUT ME

Administrative and operational results-driven professional with global expertise in the travel, hospitality, and corporate industries. Competent in stakeholder relations, contract coordination, budget monitoring, procurement processes, office administration, and event logistics. Demonstrated capacity to oversee administrative spending, keep operational records, assist senior management, and plan high-level visits and events.

● EDUCATION AND TRAINING

01/02/2022 – 18/05/2023 Epsom, United Kingdom

POSTGRADUATE University for the Creative Arts

Global Marketing and Communications

03/09/2015 – 08/04/2020 Dhaka, Bangladesh

UNDERGRADUATE University of Liberal Arts Bangladesh

Media Studies and Journalism

● WORK EXPERIENCE

EXECUTIVE-ADMIN – CONTINENTAL WORKS LIMITED (ASIAN HOLDINGS) – 11/10/2025 –
Current – BANGLADESH

- Provide administrative and operational support across departments, ensuring smooth daily office operations and compliance with internal procedures.
- Monitor administrative expenses and petty cash transactions, ensuring all expenditures remain within approved budgets and properly documented.
- Maintain and manage office facilities, equipment, and physical assets, including record keeping of asset handover and equipment requisitions.
- Coordinate with vendors and service providers for office maintenance, supplies procurement, and operational services.
- Supervise office hygiene and facilities management to ensure a safe and professional working environment.
- Support management in administrative planning, coordination of internal activities, and cross-department communications
- Responded to workplace emergencies, accidents, security incidents, and burglary cases, ensuring prompt escalation and coordination with legal, security, and management teams.
- Prepared and reviewed monthly utility consumption and expense reports, supporting budget monitoring and cost-control initiatives.

EXECUTIVE- 1ST WORLD VISA – AKASHBARI HOLIDAYS – 02/11/2024 – 01/10/2025 – BANGLADESH

- Provided administrative support for visa processing operations, ensuring accurate documentation and compliance with embassy requirements.
- Verified supporting documents and prepared files to ensure complete and compliant visa applications.
- Coordinated with clients, embassies, and partner agencies regarding application progress, documentation, and travel requirements
- Assisted with travel planning, documentation management, and crisis resolution for urgent travel cases.
- Supported company marketing initiatives by representing the organization at travel fairs and promotional campaigns.
- Maintained administrative records and ensured confidential management of client documentation.

FOOD AND BEVERAGE- ASSISTANT – LEONARDO ROYAL HOTEL TOWER BRIDGE LONDON – 14/03/2022 – 08/05/2024 UNITED KINGDOM

- Provided administrative support to department management, including scheduling, documentation, and internal communications.
- Maintained records of supplier contracts, purchase orders, and departmental budgets to support financial tracking and procurement procedures.
- Assisted in managing departmental expenditures and petty cash records in accordance with internal policies.
- Coordinated corporate events, conferences, and promotional campaigns, ensuring logistical preparation and vendor coordination.
- Responded to guest inquiries and supported management in maintaining high operational and service standards.

EXECUTIVE- ADMIN & SECURITY – DARAZ BANGLADESH LIMITED (ALIBABA GROUP) – 09/08/2020 – 27/01/2022 BANGLADESH

- Provide administrative and operational support across departments, ensuring smooth daily office operations and compliance with internal procedures.
- Maintained vendor relationships and supplier databases, ensuring competitive pricing and procurement efficiency.
- Managed office documentation, records, and administrative databases, ensuring easy retrieval and compliance with internal procedures.
- Oversaw site acquisition administrative processes, including lease coordination, site documentation, and compliance requirements.
- Assisted in cost-control initiatives by identifying operational efficiency improvements and resource optimization.
- Monitored safety and security operations to ensure protection of company personnel and physical assets.
- Responded to workplace emergencies, accidents, security incidents, fire alarms, and burglary cases, ensuring prompt escalation and coordination with legal, security, and management teams.
- Prepared and reviewed monthly utility consumption and expense reports, and coordinate settlements with the Accounts team.

● **SKILLS**

Facilities Management | Vendor Management | Budget Planning & Cost Control | Procurement Coordination | Asset Management | Utility Management | Site Acquisition | Security Coordination | Crisis Management | Travel Coordination.

● **LANGUAGE SKILLS**

Mother tongue(s): **BENGALI**

Other language(s): **ENGLISH**

● **REFERENCES**

Name: Valentin Dantus
HOD: Food & Beverage
Leonardo Royal Hotel Tower Bridge,
London Phone: +447495585141
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Name: Nafeez Imtiaz
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