




## Goutom Barua

**Date of birth:** 25 Dec 1996


**Nationality:** Bangladeshi

**Gender:** Male

## CONTACT


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 sudip125 **(Line)**

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## WORK EXPERIENCE

**25 DEC 2022 – 19 MAR 2024** mueang Khon Kaen, Thailand

### Volunteer as a tutor for novices Wat Sa Thong

- Teaching novices Dharma, Math and basic English
- Week test (Phonetic and Grammer especially)
- Assist doing homework
- Prepare for Final Exams
- Grammer check during classwork

**21 AUG 2018 – 9 JAN 2019** Khon Kaen, Thailand

### English Home Tutor Self-employed

- Establishing a rapport with students by being friendly, approachable, and supportive
- Providing feedback on students' progress and recommending areas for improvement
- Planning lessons that are interesting and relevant to their individual needs and goals
- Reviewing students' homework assignments and providing feedback on how to improve their academic performance
- Helping students with reading comprehension and vocabulary development
- Providing one-on-one attention to students in order to meet their specific needs
- Explaining difficult concepts or terms to students in a way that is easy to understand
- Maintaining student attendance records and communicating with parents about their child's progress
- Explaining concepts and providing examples in a way that is comprehensible to the student

**17 JAN 2017 – 13 MAY 2018** Bangladesh

### Executive Accounts Six Continents Tours & Travels

- Oversee and manage end-to-end sales cycle, from prospecting clients to securing deals
- Build long-term strategic relationships with clients and expand tour service
- Prospect, develop, and build sales pipelines with sales department representatives through customer calls, follow-ups, customer support, and relationship building
- Delegated work to team members and provide support
- Maintain account project plans

**Business or Sector** Other service activities

**1 NOV 2016 – 31 DEC 2017**

### Sales Executive JMG International

- Reviewing team sales performance
- Setting sales targets
- Giving strategies to sell new design furniture and set discounts on old products
- Representing the organization at trade exhibitions, events, and demonstrations
- Responding to incoming emails and phone enquires
- Acting as a contact between a company and its existing and potential markets
- We are listening to customer requirements.

- Arranging regular online and onsite meetings for sales plans and strategies
- Always encourage subordinates to make a difference in sales

**1 FEB 2015 – 31 OCT 2016** Chattogram, Bangladesh

### ● **Floor Supervisor** Medical Centre Hospital

- Training staff members on proper procedures and protocol for their job functions
- Maintaining quality control of staff performance by conducting regular audits and evaluations
- Conducting regular audits of equipment and supplies inventory levels to ensure they meet patient needs
- Overseeing the development and implementation of policies and procedures to ensure quality care in hospitals, clinics, nursing homes, and other facilities where medical services are provided
- Providing leadership and ensuring the delivery of quality patient care services
- Conducting regular audits of equipment and supplies inventory levels to ensure they meet patient needs
- Meeting with patients to discuss their care and treatment plans
- Ensuring that all health care facilities and departments operate efficiently and effectively

**Business or Sector** Administrative and support service activities | **Department** Supervisor | **Address** 953 O.R. Nizam Road, , Chattogram, Bangladesh, 4000, Chattogram, Bangladesh

**3 FEB 2011 – 14 NOV 2014** Chattogram, Bangladesh

### ● **Managing Partner** Progati Art Press (Printing Shop)

This is my father's (Sreekanta Barua) organization. But I worked hard as an employee to learn skills and lessons in business.

I helped my father and our manager most of the time.

- Arrange meetings with clients
- Discuss and set goals and strategies with manager
- Monitoring business day to day
- Order materials such as papers, ink, machine's parts and stationaries
- Reviewing financial activities, reports , statements and budget
- Overseeing hiring and firing activities, along with payments and evaluations
- Ensuring the business complies with relevant laws and regulations
- Instruct workers

**Business or Sector** Other service activities | **Department** Printing shop | **Address** Agrabad, Mostofa Plaza, 4000, Chattogram, Bangladesh

## EDUCATION AND TRAINING

**12 JUN 2019 – 16 JUN 2023** mueang khon kaen, Thailand

### ● **Bachelor of Arts on English Language** Mahachulalongkornrajavidyalaya University Khon Kaen Campus

**Address** Khok Si, 40000, mueang khon kaen, Thailand | **Website** [http://khonkaen.mcu.ac.th/En/in\\_mcu.php](http://khonkaen.mcu.ac.th/En/in_mcu.php) |

**Field of study** Languages not further defined , Language acquisition | **Level in EQF** EQF level 6 |

**National classification** bachelor degree | **Number of credits** 180

**1 JAN 2003 – 5 MAY 2013** Chittagong , Bangladesh

### ● **Secondary School Certificate** Saint Placid's High School

Chattogram, Bangladesh

### ● **High school certificate** Chittagong govt. city collage

**Address** New market, 4000, Chattogram, Bangladesh

**18 OCT 2022 – CURRENT** United States

### ● **Google Data Analytics** Google

**Website** [Coursera.com](https://www.coursera.com)

Chattogram, Bangladesh

IELTS British Council

Band 5.5

1 FEB 2020 – CURRENT mueang Khon Kaen, Thailand

Thai Driving Licence Holder Provincial Land Transport Office of Khon Kaen

Website <https://kkn.dlt.go.th/en>

## LANGUAGE SKILLS

MOTHER TONGUE(S): Bengali

Other language(s):

English

Listening C1

Reading C1

Writing C2

Spoken production C1

Spoken interaction C1

Hindi

Listening C2

Reading B1

Writing A2

Spoken production C2

Spoken interaction C2

thai

Listening B2

Reading B1

Writing B1

Spoken production B2

Spoken interaction B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## DIGITAL SKILLS

Microsoft Office | Microsoft Powerpoint | Social Media | Outlook | Facebook | Skype | Data Analysis, Data Validation, Data Cleansing | Google Drive | BASIC COMPUTER | Microsoft Excel | Google docs | - SQL -- Basic

## COMMUNICATION AND INTERPERSONAL SKILLS

### Interpreter & Compiler for tourist

Multilingual Interpreter and Compiler with extensive part-time experience in Thailand. Proficient in English, Thai, Bengali, Urdu, and Hindi, offering exceptional communication and cultural liaison services. Demonstrates a strong grasp of technical and soft skills necessary for facilitating clear and accurate dialogue between diverse parties.

#### Core Competencies:

- **Multilingual Proficiency:** Fluent in English, Thai, Bengali, Urdu, and Hindi, ensuring seamless interpretation and compilation for a broad tourist demographic.
- **Cultural Intelligence:** Deep understanding of Thai culture and the ability to bridge cultural gaps between tourists and locals.
- **Interpersonal Communication:** Engages effectively with individuals from various cultural backgrounds with utmost respect and empathy.
- **Active Listening & Comprehension:** Attentive to spoken nuances and adept at ensuring accurate conveyance of intent and meaning.
- **Articulation & Clarity:** Delivers clear and precise interpretation without altering the original message's essence.
- **Efficient Note-Taking:** Utilizes quick and effective note-taking strategies to support consecutive interpreting tasks.
- **Confidentiality:** Upholds the strictest standards of privacy and discretion in all communications.
- **Stress Resilience:** Maintains composure and clear thinking even in high-pressure situations.

- **Technical Savvy:** Familiar with interpreting equipment and possesses essential troubleshooting skills.
- **Commitment to Professional Development:** Continuously seeks to enhance language skills and industry knowledge.

## CREATIVE WORKS

### ● **Tour agent for tourists**

#### **Professional Summary:**

Dedicated and resourceful volunteer tour agent with extensive experience assisting tourists in document preparation for visa applications across various countries. Adept at navigating complex visa requirements and providing comprehensive support to ensure a smooth travel experience. Committed to delivering exceptional service with a personal touch.

#### **Key Skills:**

- **Visa Documentation:** Proficient in preparing and organizing visa application documents, ensuring accuracy and compliance with international regulations.
- **Customer Service:** Exceptional ability to provide personalized assistance, addressing concerns and queries with patience and clarity.
- **Multilingual Communication:** Skilled in communicating effectively with clients from diverse backgrounds, often in multiple languages.
- **Problem-Solving:** Quick to resolve issues that may arise during the visa application process, offering practical solutions to meet tight deadlines.
- **Cultural Sensitivity:** Deep understanding of cultural nuances, facilitating respectful and positive interactions with clients of various nationalities.
- **Attention to Detail:** Meticulous in reviewing application forms and supporting documents to prevent errors that could lead to delays or rejections.