

# **GABRIEL BAROI DALIM**

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## **Career Objective**

To serve the responsible and challenging position and successfully apply acquired instructive and interpersonal skills and years of experience to enhance organizational efficiencies and grow personally.

## **Skills**

- Strong organizational skills in different situation and conflict resolution
- Active listening skills and Energetic work attitude
- Skills in inventory management, Microsoft programs and Computer Graphic Designing
- Adaptive team player with positive attitude, Excellent leader and co-worker
- Critical thinking, Project planning, Team building
- Experience in Business correspondence, Project presentations and development
- Excellent customer care in both positive and critical situations
- Excellent skills in Dispatch operation, Radio communication and Computer handling in Slot dispatch
- Excellent knowledge in computer hardware and Windows operating system and software
- Proficient in fixing and troubleshoot Computers (Windows)
- Excellent written, data presentation and communication skills
- Proficient with word processing, database and spreadsheets
- Visual communication principles and exceptional ability to communicate effectively with customers and team members at all levels of the organization
- Superb eye for detail and creative in customer service
- Ability to maintain high confidentiality.

## **Educational Background**

**Master in Commerce:** Economics, 2010.

Tejgaon College-Dhaka, Bangladesh

**Bachelor in Commerce:** Economics, 2006.

Tejgaon College-Dhaka, Bangladesh

**High School Diploma:** Commerce, 1999.

Notre Dame College-Dhaka, Bangladesh

## **Work Experience**

**Executive Officer** (Head Office)

From January 2005 to December 2007

With “BEHCI” – Uttara, Dhaka, Bangladesh

**Training Coordinator** (Administration Executive)

From January 2008 to December 2010

With “The Sacrifice Trust” – Dhaka, Bangladesh

**Chief Coordinator** (Administration Executive)

From January 2011 to January 2012

With “Antioch Exim LTD” – Dhaka, Bangladesh

**Resource Mobilizer/ Fundraiser Manager and Graphic designer**

(Public Communication and administration Executive)

From February 2012 to November 2014

With “Bangladesh Bible Society” – Dhaka, Bangladesh

**Cashier**

From February 2015 to October 2015

Loma Linda Oil – Loma Linda, California

**Slot Technician**

From August 2015 to February 2018

With “San Manuel Indian Bingo & Casino” – Highland, California

**Slot Change Clerk**

From March 2018 to January 2019

With “San Manuel Casino” – Highland, California