

MD HABIBUR RAHMAN

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Mirpur, Dhaka 1216
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Career Objective:

To serve a responsible position at a well structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

Special Qualification:

- Work well under pressure as a part of a team.
- Hard worker, quick learner and ability to assume responsibility.
- Keep a good communication with the customer.
- Skilled in problem solving.

Employment History:

Total Year of Experience : 5.8 Year(s)

1. **Executive, Business Development (April 29, 2017 - February 28, 2019)**

Irving Aviation Ltd.

Company Location : House-28, Road-01, Block-I, Banani, Dhaka-1213

Department: Tour Operations

Duties/Responsibilities:

Selling, corporate Visit, maintain customer relationship, promotional activities, preparing reports, overseas communications, filing and documentation, HR related tasks- drafting letters and circulars, job Ad, recruiting, CV collection, Screening, interview arrangement, appointment formalities, maintaining employee personal files, employee attendance check, monthly attendance report.

2. **Assistant Senior Officer-1 (September 1, 2015 - March 1, 2016)**

WALTON

Company Location : 224/B Khilgaon Chowdhury Para, Dhaka-1219

Department: Monitoring

Duties/Responsibilities:

Administrative monitoring of service points and development of service quality.

3. **Retail Operative (October 6, 2011 - April 28, 2012)**

PRIMARK

Company Location : 51 - 57 Rye Ln, Peckham, London SE15 5EY, United Kingdom

Duties/Responsibilities:

Serving Customers, Cash Handling, Organizing products in sales floor and stocks.

4. Part Time Office Executive (February 1, 2007 - January 5, 2010)

Bluestar Services

Company Location : House-75, Road-03, Block-F, Banani, dhaka-1213

Duties/Responsibilities:

Overseas communication, preparing letters, keeping records, filings, documentation, employee attendance, leave management etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Achievement
Master of Business Administration (MBA)	Marketing	State University of Bangladesh	CGPA: 3.5 out of 4	2016	Passed
Bachelor of Business Administration (BBA)	Marketing	International Business Administration and Information System University	CGPA: 3.8 out of 4	2015	Passed
HSC	Science	Zia Sarkarkhana College	CGPA: 3.6 out of 5	2006	Passed
SSC	Science	Zia Sarkarkhana College	CGPA: 4.5 out of 5	2004	Passed

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Digital Marketing	Google+, YouTube, Twitter, Facebook, LinkedIn, E-mail marketing, Google analytic	BASIS Institute of Technology & Management (BITM)	Bangladesh	BDBL Bhaban(3rd floor), 12 Kawran Bazar, Dhaka - 1215	2017	4 weeks

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Preferred Job Category : General Management/Admin, Marketing/Sales
Preferred Country : Singapore, Canada, New Zealand, Portugal, Qatar, United Arab Emirates
Preferred Organization Types : Food (Packaged)/Beverage, Electronic Equipment/Home Appliances, Financial Consultants

Specialization:

Fields of Specialization

- Customer Support/ Client Service
- Marketing
- Administration

Extra Curricular Activities:

Playing Cricket, Volleyball, Web Browsing, Movies.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High
Hindi	Low	Low	High

Personal Details :

Father's Name : Md. Helal Uddin
Mother's Name : Rabia Begam
Date of Birth : June 8, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19881213326124868
Religion : Islam
Permanent Address : Village: Sandira, Santahar, Adamdighi, Bogura 5891
Current Location : Dhaka

Reference (s):**Reference: 01**

Name : Md. Rayhan Chowdhury
Organization : TRANSCOM ELECTRONICS LIMITED
Designation : Deputy Manager
Address : Sadar Road, Mohakhali, Dhaka-1206, Bangladesh.
Phone (Off.) :
Phone (Res.) :
Mobile : +8801730358360
E-Mail : rayhan.chowdhury@tel.transcombd.com
Relation : Family Friend

Reference: 02

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Academic