

RESUME OF MD. IBRAHIM KHAN



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ADDRESS : 17. MUKTIZODDA ROAD, EAST AGANAGAR, KERANIGONJ, DHAKA-1310.

CAREER OBJECTIVE:

I want to be an essential part of a reputed company/organization where I get a chance to execute my knowledge, experiences and skills to contribute in the progress of the company/organization as well as myself.

ACADEMIC QUALIFICATION:

Title	Department	Board/University	Institution	Result	Passing Year
MBA	Management	University of Dhaka	Kabi Nazrul Govt. College	Appeared	
BBA	Management	University of Dhaka	Kabi Nazrul Govt. College	CGPA 2.92 out of 4	2016
HSC	Humanities	Dhaka Board	Govt. Shahid Sohrwardi College	GPA 3.40 out of 5	2012
SSC	Humanities	Dhaka Board	Hammadia High School	GPA 4.00 out of 5	2008

PROFESSIONAL EXPERIENCE:

1.

COMPANY NAME : NUOVO SHOES (BD) LTD.

LOCATION : LEVEL- 02, HOUSE NO.-06, ROAD NO.-109, GULSHAN-2, DHAKA-1212

TYPE OF COMPANY : EXPORT ORIENTED FOOTWEAR MANUFACTURING COMPANY.

POSITION : HR. & ADMIN ASSISTANT

DURATION : 11TH JULY 2020 to Present.

RESPONSIBILITY : • Prepare daily attendance report,
• Observe daily late entry of employee and report to management,
• Create personal file of new joining employee,
• Make various format of report,
• Maintain daily leave report & gate pass,
• Visit floor etc.

2.

COMPANY NAME : EURO PHARMA LTD.

LOCATION : ROSE VIEW PLAZA (11TH FLOOR), 185. BIR UTTAM C.R. DATTA ROAD, HATIRPOOL

TYPE OF COMPANY : PHARMACEUTICALS COMPANY

POSITION : MEDICAL PROMOTION OFFICER (MPO).

DURATION : 3RD OCTOBER 2019 to 30TH JUNE 2020

RESPONSIBILITY : • Promote companies product information to Doctors and Chemist of sales territory, • Generate prescription, • Order Collection • Create sales market, • Achieve sales target.

TRAINING SUMMARY:

Title	Topics	Institution	Result	Duration	Passing Year
Computer Office Applications	Ms Word, Ms Excel, Ms PowerPoint, Ms Access	Bangladesh Technical Education Board	A+	6 Months	2018

SPECIALIZATION:

Fields of Specialization
<ul style="list-style-type: none"> • Business Communication. • Sales and Marketing experience. • Spoken English proficiency. • Computer operating and Internet browsing. • Typing skill both English and Bengali language. • Excellent written and verbal communication skill. • Ability to hard work and team work under pressure with positive attitude.

EXTRA CURRICULAR ACTIVITIES:

Activities
<ul style="list-style-type: none"> • Organized some study tours, rag day and cultural programs in my university. • Attended some debate competitions, sports competitions and cultural programs in my college. • Have an experience to collect fund from mass communities and proper distribute to the miseries people at the time of various critical situation in country. • Volunteered during some natural disasters and crisis moment in my country.

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	Medium	Medium

PERSONAL DETAILS:

Father's Name : Md. Abdur Rashid Khan
 Mother's Name : Taslima Begum
 Date of Birth : February 18, 1992
 Gender : Male
 Height : 5'- 4"
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Nandankona, P.O.: Kolagaon, Thana: Sirajdikhan, District: Munshigonj.

REFERENCES:

Name	Organization	Designation	Relationship	Contact
MD. Jafar Ahmed	Kabi Nazrul Govt. College	Professor	Academic	01716-935540
Md. Jafar Islam	Imambari Dental Clinic	Managing Director	Professional	01735-097637

Signature:

