

MD HABIBUR RAHMAN

Address: Flat-14L, Buiding-Kushiara, Multiplan Red Crescent City, Zoo Road, Mirpur TSO,
Mirpur, Dhaka 1216
Mobile No 1: 01717357791
e-mail : habib.sandira@gmail.com



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, Communicating with customers, Business development, Preparing reports, overseas communications, Filing and Documentation, HR and admin related tasks.

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
MBA	Marketing	State University of Bangladesh	CGPA:3.5 out of 4	2016	Passed
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	: Marketing/Sales, General Management/Admin
Preferred District	: Dhaka
Preferred Organization Types	: Food (Packaged)/Beverage, Electronic Equipment/Home Appliances, Mobile Accessories, Financial Consultants

Specialization:

Fields of Specialization
<ul style="list-style-type: none">Customer Support/ Client ServiceMarketingAdministration

Extra Curricular Activities:

Playing Cricket, Volleyball

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):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Rayhan Chowdhury	Afroza Shirin
Organization	: TRANSCOM ELECTRONICS LIMITED	IBAIS University
Designation	: Deputy Manager	Senior Lecturer, Dept. Of Business Administration
Address	: Sadar Road, Mohakhali, Dhaka-1206, Bangladesh.	House#18(Old-405), Road#16(Old-27), Dhanmondi R/A, Dhaka, Bangladesh
Phone (Off.)	:	8127476, 9124064, 8152325
Phone (Res.)	:	
Mobile	: +8801730358360	+8801755559644
E-Mail	: rayhan.chowdhury@tel.transcombd.com	afroza.shirin.fahima@gmail.com
Relation	: Family Friend	Academic