

MD. SHIBLI BUGDAD BHUYAN

Address: 11 CK Ghosh Road Grameenphone Center, Mymensingh.
Mobile No 1: 01711-129900
Mobile No 2: 01917-920950
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Career Objective:

To face challenges using knowledge, perception and innovation to pursue long-term successful career in dynamic and professional environment of any reputable organization through my aptitude, hard work, dedication and determination

Career Summary:

I have best commitment of anywhere in Bangladesh & any other country. i have take any challenging and hard working. if were four years experience in till now.

Special Qualification:

A drive to perform, patience, accepting challenging work, willingness to learn. Have a good command in Bengali and English both oral and written. Excellent knowledge of office management and Network browsing.

Employment History:

Total Year of Experience : 3.9 Year(s)

1. Senior Trainee (April 1, 2014 - Continuing)

Grameenphone Ltd.

Company Location: GP House, Bhasundhara Baridara, Dhaka. 1212

Department: Distribution and Retail Sales. Commercial

Duties/Responsibilities:

My major responsibilities Customer service & Satisfaction, Quarterly Sales target achieve, Inventory & cash management, products requisition, Separation formalities, Attendance Management, Induction Programs, & Confirmation, Maintaining Personal files Employee Relation.

Achievement:

Awarded Nationally Best agent of Grameenphone Ltd., for playing the role as customer manager at Q4 2014 in NPS (Net Promoter Score) customer's kingdom campaign.

Awarded Nationally Best Employee (Q4-2015) of Grameenphone Ltd. on the basis of Sales & services.

2. Field Coordinator (February 4, 2013 - March 30, 2014)

Market Access Providers Limited

Company Location: Dhaka

Department: Direct Marketing

Duties/Responsibilities:

My major responsibilities Human Motivation Human Resource like Joining & Separation formalities, Attendance Management, Induction Programs, & Confirmation, Maintaining Personal files of Employees, Employee Relation.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pass Year | Duration |
|------------|---------------------------|--|--------------------------|-----------|----------|
| MBA | Human Resource Management | Jatiya Kabi Kazi Nazrul Islam University | CGPA:2.95 out of 4 | 2015 | 2 Year |
| MSS | Sociology | National University | Second Class, Marks :53% | 2010 | 1 Year |
| Honors | Sociology | National University | Second Class, Marks :51% | 2009 | 4 Year |
| HSC | Humanities | Rosulpur Alim Madrasah | CGPA:3.5 out of 5 | 2005 | 2 Year |
| SSC | Humanities | Rosulpur Alim Madrasah, Nandail. | CGPA:3.33 out of 5 | 2003 | 2 Year |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-----------------------|--|----------------------------------|------------|----------|------|----------|
| Customer satisfaction | Customer support, customer need understands customer satisfaction etc. | GP House, Dhaka. | Bangladesh | Dhaka | 2015 | 72 year |
| Field Coordinator | Field Develop, Market Research, Employee Relation act. | Market Access Providers Limited. | Bangladesh | Dhaka | 2010 | 45 Hours |

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | Medium | Medium |

Career and Application Information:

| | |
|------------------------------|--|
| Looking For | : Entry Level Job |
| Available For | : Full Time |
| Present Salary | : Tk. 21000 |
| Expected Salary | : Tk. 30000 |
| Preferred Job Category | : General Management/Admin, Marketing/Sales |
| Preferred District | : Anywhere in Bangladesh. |
| Preferred Country | : Germany, Japan, New Zealand, Australia, Austria, Belgium, Denmark, Finland, France, Iceland |
| Preferred Organization Types | : Banks, Investment/Merchant Banking, Advertising Agency, Event Management, Development Agency, Public Relation Companies, Direct Selling/Marketing Service Company, Real Estate, Mobile Accessories |

Personal Details :

Father's Name : Abdur Rahman Bhuyan
Mother's Name : Khadiza
Date of Birth : January 10, 1988
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 6117271239851
Religion : Islam
Permanent Address : Vill- Rosulpur, Post- Kumaruli, Upazila- Nandail, Dist- Mymensingh.
Current Location : Mymensingh

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

Name : Mahmudul Hasan Sharif
Organization : Grameenphone Ltd
Designation : Manager
Address : GP House, Baridhara, Residential area, dhaka.
Mobile : 01711-506858
E-mail : mahmudulhl@grameenphone.com
Relation : Professional

Reference: 02

Rana Sarker Ahmmed
Grameenphone Ltd.
Senior Executive
11, C K Goush Road, Mymensingh.
01711-507576
rana@grameenphone.com
Professional

I declare that the information provided in this form is correct, true and complete to the best of my knowledge and belief. If any information is found false, incorrect, and incomplete or if any ineligibility is detected before or after the examination, any action can be taken against me by the Authority including cancellation of my candidature.

Signature**Md. Shibli Bugdad Bhuyan**