

23rd June 2015

Md. Ashraful Ferdous

Mirpur, Dhaka – 1216

Cellular: +880171 449 7054

Email: a_ferdous@hotmail.com



To
The HR Manager

Dear Sir/Madam,

I am writing to express my keen interest for a future opportunity at your company.

I am a mature, responsible and conscientious individual who has extensive overseas experience and academic background from multiple disciplines. Recently I have arrived Bangladesh for good and intend to involve in mid-level Job market, preferably in administration but not limited to.

My expertise may not match your expectations but might be valuable for a future opportunity, which encouraged me to apply.

I possess followings:

- Exemplary communication skills
- Ability to work effectively in both team and autonomous environments
- Professional attitude and well developed interpersonal skills
- Strong time management skill
- Highly organized and positive
- Confident, honest and friendly nature
- Computing skills
- Great sense of humor

Attached resume will demonstrate my above claims and employment history.

I am available now and would appreciate the opportunity for a personal interview to discuss further towards a successful employment relationship.

Thank you for your time and consideration.

Faithfully,
Md Ashraful Ferdous

Md. Ashraful Ferdous

Cellular: +880171 449 7054, Email: a_ferdous@hotmail.com

Career Overview

Eight years of job experience from distinct environment and academic background from three different disciplines enriched my knowledge and developed my interpersonal skills to adopt with any corporate/cross-culture environment. As a competent professional, looking forward to secure a responsible and challenging position in Bangladesh where my combined knowledge and experience can be shared and developed significantly.

Professional Experience

Assistant Manager at 'Ray White', 'NS Residential' and 'LJ Hooker' at Perth, Western Australia (WA) - (Oct 1, 2014 – Mar 29, 2015)

Duties/Responsibilities:

- Assist Property Managers and Licensee
- Perform Routine and Final bond Inspection and legal documents
- Preparing inspection reports
- Preparing Property Condition report
- Viewing properties to prospective clients
- Communicate with house owner and trade professionals
- Liaison with relocation agents and Government (real estate department)
- Processing applications and Fleet management

Assistant Manager at 'Gow Property', Perth - (Mar 10 – Sep 30, 2014)

Duties/Responsibilities:

- Assist Property Managers, Licensee and Director
- Perform Routine, Final bond Inspection and prepare legal documents,
- Preparing inspection reports
- Preparing Property Condition report
- Organizing and conducting Home open for prospective clients
- Communicate with house owner and trade professionals,
- Liaison with relocation agents and Government (real estate department),
- Processing applications and Fleet management
- Train new staff
- Relief work
- Fleet management

Senior Sales Consultant at 'Harvey Norman' (stock exchange listed) at Perth - (Dec 2012 – Aug 2013)

Duties/Responsibilities:

- Negotiation and Closing sale,
- Database management,
- Liaison with clients and brand ambassadors,
- Assist departmental manager

IT Helpdesk Officer/Office Manager at 'CT Group Australia', Perth - (Jan – Nov 2012)

Duties/Responsibilities:

- Provide technical support to remote desktop users
- PC roll-out, diagnose and configure computers
- Data backup and recovery
- Raising, escalating and closing Service Request

- Project management
- Office Administration
- Liaison with internal and external stakeholders
- Asset management
- Event Management

Home IT Support Consultant at 'Acknowledge Australia', Perth, WA - (Feb 2009 – Jun 2010)

Duties/Responsibilities:

- Home based computing support and
- customer service and sales

Customer Service Assistant at 'Caltex Petroleum Dist. Ltd' Perth - (Dec 2006 – Oct 2007)

Duties/Responsibilities:

- Frontline customer management
- Store management
- Promote and sale store goods
- Report oil and gas level to corporate office
- Inventory management
- Incident management
- Assist store manager
- Maintain store safety and security

Teacher Assistant at 'International Centre for Excellence (ICE)' Perth - (Jul 2006 – Nov 2006)

Duties/Responsibilities:

- Teaching and training young students to boost their creativity

IT Consultant/ Office all-Rounder at 'Loftus Community Centre', Perth - (Jun 2005 – Jan 2009)

Duties/Responsibilities:

- IT administration as a solo IT supporter
- Consulting and Office Support
- Liaison with people from cultural diversity

Academic Qualification

- State Accredited Property Management qualification – 2014
- TAFE (Government Institute), Perth, WA
- National Accredited Project Management qualification – 2011
- Paradigma Solutions, Perth, WA
- National Accredited IT Support qualification – 2010
- Australian Institute of Commerce plus Technology, Perth, WA
- Bachelor of Science (Communication and Information Technology) – 2006
- Edith Cowan University, Perth, WA
- Diploma in Multimedia – 2002
- Arena Multimedia (Aptech Worldwide), Dhaka, Bangladesh
- Bachelor of Commerce – 1998
- Dhaka Commerce College (National University), Dhaka, Bangladesh

Trainings and Short Courses

- Fundamental of Operation Management - 2013
- Fundamentals of Human Resources - 2013
- Business-Intelligence-and-Knowledge-Management-Systems - 2013
 - Alison Training and Certification
- Customer Service Skills Certificate - 2009
- Sales professional certificate - 2009
 - Paramount Training and Development, Perth, WA

Extra Curriculum activities

- Actively participated with Australian Red Cross to deliver meals to homeless people around Perth.
- Trained computing to elderly citizens and tutored to primary students at ACE (an tuition center) in Perth, WA
- Performed voluntary activities while involved with BNCC at Bangladesh.

Professional affiliations and Achievements

- Australian Accredited Bengali Language Translator - 2009 - 2012
- Member of Australian Red Cross, Western Australia - 2005 - Current
- Ex-member of Australian Computer Society (ACS) - 2006 - 2011
- Ex-cadet of Bangladesh National Cadet Corps (BNCC) - 2003 - 2004
- Certificate of Merit from 'Arena Multimedia Dhanmondi' - 2002

Language

- Bengali (Verbal and written), mother tongue
- English (Verbal and written)
- Hindi (very basic - Verbal)

Visited countries and cities

- Australia (Adelaide, Canberra, Melbourne, Perth & Sydney)
- Bangladesh (Dhaka, Chittagong, Comilla, Rangpore, Mymensingh, Cox's-Bazar)
- Malaysia (Kuala Lumpur)
- Nepal (Kathmandu)
- Singapore

Hobbies and interest

- Computing and audio-visual goods
- Networking with people from diverse background
- Traveling, Photography and Movies

Additional personal information

- YOB – 1978
- Driving license – Yes
- Nationality – Bangladeshi

Referee

Available on request