



Muhammed Khalid Akhter

PROFILE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EXPERIENCE

2015–present **Adee Prokashon**

Sales Manager

- *Lead a small sales team*
- Attends customers by answering required questions; suggesting information about Products.
- Resolves problems by clarifying the customer's complaint.
- Digital Marketing (Facebook Marketing)
- Graphics Design

2011-2013

Market Fit Group

Ast. Merchandiser

- Order and production follow-up, daily correspondence with buyer & suppliers
- Have a regular contact with key suppliers to ensure quality, production and timely delivery of goods
- Take care of commercial papers & documentations

EDUCATION

2015

MBA(Tourism & Hospitality Management)

University of Dhaka

CGPA: 3.19/4.00

2009

MA(English)

State University of Bangladesh, Dhaka

CGPA: 3.28/4.00

2008

BA Hons (English)

State University of Bangladesh, Dhaka

CGPA: 3.27/4.00

COMPUTER SKILL

Basic Computing

MS. Word

MS. Excell

MS. Power Point

Internet & Email



Graphics Design

Adobe Photoshop

Adobe Illustrator

Adobe InDesign



LANGUAGE

English

Read 


Write 

Speak 

Bengali

Read 


Write 

Speak 

PROFESSIONAL SKILLS

CCNA

Routing 

Switching 

RedHat Linux

RHCSA 

RHCE 

PERSONAL INFORMATION

Name

Muhammed Khalid Akhter

Father's Name

Muhammed Anisul Haque

Mother's Name

Momtaz Begum

National ID

687 380 3859

Nationality

Bangladeshi

Blood Group

B positive

Birthdate

01/01/1982

Gender

Male

CONTACT



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REFERENCES

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SIGNATURE : MUHAMMED KHALID AKHTER

