

MD. HABIBUR RAHMAN

Present Add: Floor: 04, House: 16, Block: C, Road: 03, Munsurabad Housing Society, Adabor, Mohammadpur, Dhaka-1207
Mobile No 1: 01988410681
Mobile No 2: 01708810798
E-mail: habibtaz09@gmail.com, habibtaz35cse14uap@gmail.com



Career Objective:

I believe working in a reputed organization like your one will provide me an excellent opportunity for my career. I would truly be grateful if I finally selected for that post and I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

Career Summary:

I have 3.6 years of experience in Sales & Marketing and also Installing, Maintenance & Troubleshooting Computer System. That enhanced my technical capacity and performance. However, I can assure you that I am quick learner, adaptive as well as an energetic person.

Special Qualification:

I would like to introduce myself to you as I believe I have the skills, qualifications, and experience to office/fieldwork like: Active Listening, Communication, Creativity, Critical Thinking, Customer Service, Decision Making, Management Skills, Leadership, Public Speaking, Teamwork.

Employment History:

Total Year of Experience: 3 Years 6 Month.

1. Marketing Executive Officer (February 17, 2019 – Present)

Company: AirAsia Airlines (GSA Bangladesh)

Company Location: 18 Kamal Ataturk Avenue, Erectors House, 5th Floor, Banani, Dhaka

Department: Marketing & Sales

Duties/Responsibilities:

- Management ticketing and reservation service.
- Management Digital Marketing.
- Achieve primary and secondary sales target.
- Mark market gaps and take necessary steps of that matter.
- Regular visit market and Collect feedback about competitor's activities in the markets.
- Management customer database and office corresponding.
- Perform the activities of converting quires into sales by phone follow-up and emailing.
- Perform the activities of corporate & agency sales and regular communities' potential client.
- Perform the activities of all types of Marketing to promote Air Asia Airlines in Bangladesh.

- Perform basic activities of administration and human research Department.
- Research Other Airline Company policies and promotion market place in time to time.
- To learn and give ideas for future growth of the air asia business in Bangladesh.

2. Unite Manager (April 4, 2018 – February 8, 2019)

Best Life Insurance Company Limited

Company Location: 107 Senpara Parbota (2nd, 3rd & 4th floor) Begum Rokeya Sarone, Mirpur-10, Dhaka-1216

Department: **Marketing & Sales.**

Duties/Responsibilities:

- Consultation About Insurance.
- Demonstrating and presenting products.
- Negotiating contracts and packages.
- Aiming to achieve monthly or annual targets.
- Digital Marketing.
- Team Work and management team member.
- Collect all client information.
- Client relationship and Customer services.

3. Web Developer & Marketing Specialist (March 10, 2017 – April 2, 2018)

Company: Mistrisolutions

Company Location: 43/T/1 Indira Road Sher-E-Bangla Nagar, Dhaka-1215

Department: **IT & Marketing**

Duties/Responsibilities:

- Web design and development.
- Digital marketing.
- Meeting with client and collect their requirements.
- Express all the client requirements to the developers.
- Customer Services and client relation build up.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Results	Pas. Year	Duration
BSc	Computer Science & Engineering	The University of Asia Pacific	3.21 out of 4.00	2017	4 Years
HSC	Science	Chuadanga Govt. College	4.70 out of 5.00	2012	2 Years
SSC	Science	Chuadanga Adarsha High School	4.94 out of 5.00	2010	2 Years

Certifications:

Program Name	Project Name
# Fundamentals of Digital Marketing	# “Online Google Garage”
# Inter Department Software Exhibition	# Management Software (“Super Shop”)
# Inter Department hardware Exhibition	# “IOT Based User Control Advance Irrigation System”
# Inter Department Programming Contest	# “Solve 5 Problems”
# WordPress Developer	# “UAP_NEWS”

Extra-Curricular Activities:

Expert in Microsoft Office (**MS Word, MS Power Point, Excel**).
Logo Design & Banner Design, Brushier & Flyer Design (Basic).
Adobe Illustrator (Basic)
Interested Researchers Type Work.
How to develop Market Place.
Research Marketplace, Research Dynamic Purchasing System.

Thesis: IOT Based User Control Advance Irrigation System (Hardware Project)

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

References:

Name	Shammi Aktar	Md. Ismaile Hossain
Organization	The University of Asia Pacific	Government Poultry Firm, Faridpur
Designation	Professor	Manager
Mobile No	01713309903	01708810798
Email	shammi@uap-bd.edu	Ismaile.manager123@gmail.com
Relation	Academic Advisor	Family Friend (Relative)