

Resume Letter Of

Rabiul Islam

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Or- 01660158825
House No-5/C, PC Culture
Housing Mohammadpur



OBJECTIVE

- ☐ I want to Work for a leading organization in an invigorating atmosphere which offers professional development and growth potential to build my experience and advance my career.

EXPERIENCE

January 2019– Present

• The Bridge • Senior Executive

Suited on SEL Rose-N-DALE, Suite: 1001, 116, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1205, and Bangladesh.

Rewarded top performer of 2019

Responsibility:

- Work as a trainee
- Market analysis and build a new marketing strategy
- Relationship build up with government official whereby ministry and cabinet division.
- Program itinerary, Budget and Invoice making as client request
- Visa process over the 35 ministry official country like USA, Canada, Brazil, Australia, Italia, Germany, UK, Netherlands all Schengen country visa and some of Asian country.

May 1, 2018–November 2018

• Colors Event Management • Assistant Manager

Suited on 95 Kazi Nazrul Islam Avenue, Dhaka 1215

Responsibility:

- Works in management team.
- Manage customer requirement and let it known our customer service center.
- Worked of digital marketing department for grab new clients.
- Trainer of operational department to how their work is more effective for client satisfaction.
- Play my duties as a staff selection board.

10 December 2017–31 March 2018

• Transparency International Bangladesh (TIB) • Field Enumerator

Suited on Midas Centre ((4th & 5th Floor)), House # 05 Rd No. 27, Dhaka 1209

Work Station Chittagong Division District on Chittagong, Feni, Noakhali, Comilla

Responsibility:

- Every research work reportable to the senior program manager.
- Each day Survey 100 household that is fixed.
- After surveying it were analyzing and then submit supervisor.
- Interviewing household head and sometimes our coordinator stay with that time.
- Known their problem, identifying the error of government service and calculation of corruption.

EDUCATION

Southeast University

Master of Business Administration (M.B.A)

Major of Human Resource Management, Result 3.42 out of 4. Fall 2016 to spring 2017

Atish Dipankar University of Science and Technology

Bachelor of Business Administration (B.B.A)

Major of Human Resource Management, Result: 3.80 out of 4. Fall 2012 to spring 2016

Dalta College

Higher Secondary School Certificate (H.S.C)

Group of Business Studies, Result: GPA 4.10 out of 5, Year: 2011, Under Cumilla Board

Bhatra High school

Secondary School Certificate (S.S.C)

Group of Business Studies, Result: GPA 3.69 out of 5, Year: 2009, Under Cumilla Board

TRAINING ACTIVITIES

Managerial Training

Training on Stepping up for High Performance

Training Facilitation: Bangladesh Society for Human Resources Management (BSHRM)

Training Date: 16-11-2018

Digital Marketing

Training on Affiliate Marketing

Training Facilitation: BASIS Institute of Training & Management (BITM)

Training Date: 27-06-18 to 29-09-2018

Research & Policy

Training on National Household Survey

Training Facilitation: Transparency International Bangladesh (TIB)

Training Date: 10-12-2017 to 20-12-2017

SKILLS

- Digital Marketing
- SEO
- Computer Skill
- Internet Communication

Communication Skill:

Good English Language Proficiency, with critical reading, speaking, listening, verbal and written expression.

PERSONAL QUALITY

- Good communication skill
- Tactful team player
- Thrive within group environment
- Self-motivated
- Innovative thinker, Creative and meticulous, Optimistic
- Inquisitive, Friendly and able to work under pressure.

PERSONAL DETAILS

- NID No: 4173877129
- Permanent Address: Village Jamalpur, P.O- Bhatra
- Date of Birth: 15th July 1993
- Father's Name: Imam Hosen
- Mother's Name: Nasima Bagum
- District: Lakshmipur
- Police Station: Ramgonj
- Religion: Islam
- Marital Status: Unmarried
- Blood Group: A⁺

REFERENCE:

Shariful Islam

Designation : Deputy Director

Organization : Ministry of Expatriates' Welfare & Overseas Employment Place.

Probashi Kallyan Bhaban, 71-72, level-11, Room-1201, Esskaton Garden

Cell : 8801971430203

Email : imsharif@yahoo.com

Arif-uz-Zaman Khan

Designation : Assistant Professor and Coordinator of MPH Program

Organization : Atish Dipankar University of Science & Technology

Place : Plot #209, Sector #15, Uttara, Dhaka- 1230

Cell : 01928086004

Email : piashrubel21@yahoo.com



Rabiul Islam

Date: February 15, 2020