

# **CURRICULUM VITAE**

## **OF**

### **MD. NURUZZAMAN**



#### **CONTACT :**

**MD. NURUZZAMAN**

**Contacts:**

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Mobile: 01725844072

#### **CAREER OBJECTIVE :**

Wish to obtain a mid level management or marketing position in a multinational or any other distinguished financial institutions, which offer a great variety of task and provide challenging opportunities. In that it would allow me to directly contribute to the growth and success of the organization though my innovativeness, hardworking, sincerity and punctuality.

#### **ACADEMIC QUALIFICATIONS**

**M.B.S** : **Management**  
University : National University  
Year : 2007  
Result : 2<sup>nd</sup> Class

**B.Com (Hon' s):** **Management.**  
University : National University  
Year : 2006  
Result : 2<sup>nd</sup> Class.

#### **Higher Secondary Certificate (H.S.C)**

Group : Business Studies  
Institution : Kuliarchar Degree College  
Board : Dhaka  
Year : 2002  
Result : 2<sup>nd</sup> Division.

#### **Secondary School Certificate (S.S.C)**

Group : Business Studies  
Institution : Kuliarchar Pilot High School  
Board : Dhaka  
Year : 2000  
Result : 1<sup>st</sup> Division.

## PERSONAL INFORMATION

Name : Md. Nuruzzaman  
Father' s Name : Late Abdus sattar  
Mother' s Name : Mst. Nurunnahar Begum  
Present Address : Kolabagan, Jamalpur.  
Permanent Address : Village: Sundialpara, Post: Atharabari,  
Upazilla: Iswarganj, Dist: Mymensingh  
Date of Birth : November 30, 1985  
Religion : Islam  
Nationality : Bangladeshi  
National ID Number : 6113111557331

## Personal Strengths & Skills:

### Strengths

- ✓ Have interpersonal communication skills
- ✓ Quite confident and friendly when meeting and assisting people
- ✓ Capable of working under pressure and managing complex situations
- ✓ Capable to work least supervision
- ✓ Honesty and integrity
- ✓ Responsibility to family and society

### Skills

- ✓ Have fairly good analytical, problem solving and decision making ability
- ✓ Have leadership skills
- ✓ Always interested in taking target oriented challenging works
- ✓ Have positive attitude to responsibilities
- ✓ Open minded and flexible
- ✓ Enthusiastic and innovative
- ✓ Have a strong sense of time management
- ✓ Have an experience of organizing events successfully

## COMPUTER SKILLS :

- Microsoft Office (Word, Excel, Power point)
- Net browsing
- Trouble shooting

## LANGUAGE PROFICIENCY :

- Good reading and writing in English, Good in speaking.
- Good speaking and writing in Bengali as native language.

## WORK EXPERIENCE :

### Current:

Area Sales Manager in Quasem Industries LTD. Period of December, 2017 to till date.

### Working Area:

Jamalpur, Sherpur and Tangail District.

Base - Jamalpur.

### KEY RESPONSIBILITY:

- Manpower Controlling
- Distributor handling
- Make Plan for Achieving Monthly Target
- Check all office documents.
- Properly monitoring all manpower activities & take necessary steps for achieving monthly target.
- Keep good knowledge about competitor' s activities & program.

### Previous (1) :

Position : Territory Sales officer (TSO)

Duration : Period of June 27, 2011 To November 30, 2017.

Organization : Abul Khair Tobacco Com. Ltd.

D. T. Road, Pahartali, Chittagong

### Working Area:

Comilla, Jamalpur, Sherpur, Tangail, Manikgonj, Moulavibazar District.

Base – Comilla, Jamalpur, Manikgonj, Moulavibazar.

### KEY RESPONSIBILITY:

- Manpower controlling (distributor related & company related).
- Distributor handling.
- Making plan for achieving monthly target.
- Give pressure & motivation to the manpower for achieving monthly target.
- Keep good knowledge about competitor' s activities & program. Timely inform to superior.

**Previous (2) :**

Position : Territory Officer (TO)

Duration : Period of March 4, 2009 To June 25, 2011

Organization : Akij Corporation Ltd.

Akij Chamber, 73, Dilkusha, Commercial Area, Dhaka-1000

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**Working Area:**

Moulavibazar, Sylhet District.

Base -Sylhet.

**KEY RESPONSIBILITY:**

- Manpower controlling (distributor related & company related).
- Distributor handling.
- Making plan for achieving monthly target.
- Give pressure & motivation to the manpower for achieving monthly target.
- Keep good knowledge about competitor' s activities & program. Timely inform to superior.

**Reference-(1)**

**Mr. Anindya Sarkar**

Research In-charge

Research Department

Shah Cement Industries Ltd.

Mobile: 01912643860

**Reference- (2)**

**Md. Sk Humayun Kabir**

Manager (Sales)

Quasem Industries Ltd.

Baridhara, Dhaka-1212.

Mobile: 01892-102020



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(MD. Nuruzzaman)