

MD . ABDUL MALEK REZA

Address: House # 782 - Peary Mohon Road ,Bejpara, Jessore - 7400., Jashore Sadar, Jashore Sadar, Jashore 7400
Primary Mobile No: 01718720247
Secondary Mobile No :01746942140
Primary Email : tanin.jessore@gmail.com
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Career Objective:

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

Career Summary:

1. 2 Years working experience as a Branch Manager in Progoti Islami Life Insurance Ltd , Jessore. Bangladesh .
2. 2 year working experience as a Customer Relationship Executive in IDLC Finance Ltd, Jessore, Bangladesh.
3. 3 year working experience as a Supervisor in Green Bazzar supper shop (Jagoroni Chakro Foundation)
4. Now work in Universal Enterprise (Distributor Of GSK & BEOL) as a Manager in Jessore, Bangladesh.

Special Qualification:

1. Strong Eagerness For Learning .
2. Communication Quality In Writing And Speaking Bangla And English.
3. Knowledge In Computer Data Base Programming & Business Software , Internet, etc .

Employment History:

Total Year of Experience : 11.9 yrs

1. Distribution Manager (0.8 yr)

(September, 2021 - Continuing)

Unicorn Distribution Com. Ltd

Jashore

Area of Expertise

Administative (0.1 yr), Product and Sales Marketing (0.1 yr), Sales & Marketing (0.1 yr)

Duties/Responsibilities

Sales and Marketing of Distribution Products.

2. Manager (4 yrs)

(September, 2017 - September, 2021)

Universal Enterprise

Rashid Center, R N Road, Jessore.

Area of Expertise

Accounting (2 yrs), Corporate Marketing (2 yrs)

Duties/Responsibilities

Maintenance and Supervise to Accounts, Marketing, Sales and all kind of official work.

3. Supervisor (3.2 yrs)

(July, 2014 - September, 2017)

Green Bazzar(Jagoroni Chakro Foundation)

Jessore

Area of Expertise

Accounts (1 yr), Administration (1 yr), Commercial (1 yr)

Duties/Responsibilities

Maintaining employees, Customer Service, Monitoring purchasing and Sales, Accounts, Marketing , Etc .

4. Customer Relationship Executive (1.1 yrs)

(June, 2011 - July, 2012)

IDLC Finance Ltd

Jessore.

Area of Expertise

Branch Banking (0.3 yr), Client Service/ Marketing (0.3 yr), Lease Financing (0.3 yr)

Duties/Responsibilities

Marketing

5. Branch Manager (2.6 yrs)

(May, 2008 - December, 2010)

Pragati Islami life

JESSORE

Area of Expertise

Accounting Data Entry (0.8 yr), Administration (0.8 yr), Marketing (0.8 yr)

Duties/Responsibilities

Maintenance and Supervise to Accounts Admin & Marketing work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	Marketing	Bangladesh Computer & management College , Jessore (under national University)	CGPA:2.45 out of 4	2009	4
HSC	Commerce	Dr. Abdur Razzak College, jessore	CGPA:2.7 out of 5	2004	-
SSC	Science	Sommiloni Institution.jessore	CGPA:2.25 out of 5	2002	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
SME Loan Marketing	About SME Loan etc	IDLC Finance Limited	Bangladesh	Dhaka	2012	5 day's

Professional Qualification:

Certification	Institute	Location	From	To
CERTIFICATE IN DATABASE PROGRAMMING	SAKAL COMPUTER TRAINING CENTER	SATKHIRA	June 1, 2007	January 30, 2008

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 18000
Expected Salary : Tk. 20000
Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales, Chef/Cook
Preferred District : Chattogram, Dhaka, Jashore, Khulna, Sylhet
Preferred Country : Australia, Canada, United Arab Emirates, United States
Preferred Organization Types : Banks, Investment/Merchant Banking, Telecommunication, Multinational Companies, Immigration & Education Consultancy Service, Direct Selling/Marketing Service Company

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Advertising & PromotionBrand PromotionConsumer Durables - Sales & MarketingMarket ResearchPublic Administration	

Extra Curricular Activities:

Marketing, HR & Admin, Accounts, Business, Computer etc

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	High	High

Personal Details :

Father's Name : MD . RABIUR REZA
Mother's Name : REZINA PERVIN
Date of Birth : January 1, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshis
National Id No. : 4124707088165
Religion : ISLAM
Permanent Address : House #782 - Peary Mohon Road ,Bejpara, Jessore - 7400., Jashore Sadar, Jashore Sadar, Jashore 7400
Current Location : Jashore

Reference (s):**Reference: 01**

Name : Md. Harun-Ar-Rashid
Organization : Universal Enterprise
Designation : Proprietor
Address : Universal Enterprise Rashid Center, 7/A,
R.N. Road, Jessore
Phone (Off.) :
Phone (Res.) :
Mobile : +8801711841535
E-Mail : harun.universal1956@gmail.com
Relation : Relative

Reference: 02

M.A.Khalek Reza
Universal Engineering & Builders Ltd
Site Engineer
Rashid Center, R N Road, Jessore.

+8801746942140

Relative