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| ***Preferred Post :***  ***Résumé***   * ***MD. ZIAUR RAHAMAN (ZIA)*** * ***Present & Mailing Address***   *1824, Mohammad Nagar,*  *Chittagong-4211*   * ***Contact Number:*** *01923 733 833* * ***e-mail:***[*ziabdnet@gmail.com*](mailto:ziabdnet@gmail.com)[*/ziabd@mail.com/zia@zmail.com*](mailto:/ziabd@mail.com/zia@zmail.com) |
| * ***Educational Qualification***   + - *Master of Business Administration - MBA*   *Specialization- Finance*  *BGIFT INSTITUTE OF SCIENCE & TECHNOLOGY (BIST), Gazipur, Bangladesh*  *PUNJAB TECHNICAL UNIVERSITY-PTU (Affiliated), Jhalandar, Punjab, India*  *Continuing, Year 2012-2013 (1 St Semester)* *Master of Business Studies- MBS**Department of Management* *Jagannath University (JU), Dhaka*  *Year- 2006, Status- 2nd Class*   * + - ***Bachelor of Commerce- B.Com (Hon’s ) Management***   ***(4Years integrated course)*** *Jagannath University (JU), Dhaka* *Year- 2005, Status- 2nd Class* *Higher Secondary Certificate- HSC (Business Management)**Hathazari College, Chittagong* *Bangladesh Technical Education Board (BTEB), Dhaka*  *Year- 2000, Group- Computer Application, Status- 1st Division.* *Secondary School Certificate- SSC* *Saleh Zahur High School, Chittagong**Comilla Board, Comilla* *Year- 1995, Group- Science, Status- 1st Division.* |
| *Experiences* ***12 Years******of******Practical Experience in the relevant field and friendly to work in the areas as following -***   1. ***Administration and MIS*** 2. ***Human Resource Management & Industrial Relation*** 3. ***Finance & Accounts*** 4. ***Internal Audit & Records*** 5. ***Development, Planning & Coordination*** 6. ***Logistics & Support Services*** 7. ***Protocol, Press & Public Relation (PR)*** 8. ***Brand Development & Communication*** 9. ***Marketing & Sales Management*** 10. ***Credit Management & Recovery*** 11. ***Special Operation & Enforcement***  *Working Details*  * + - ***Presently Working*** *in**the* ***Metal Group [The Metal (Pvt) Limited****, The Sole Distributor (Bangladesh) of “****Tractor & Firm Equipments Limited –TAFE”, India*** *(The Leading & Largest Lease Finance Provider Through the Products like “****TAFE Agricultural Tractor****,* ***MASCHIO******Rotary Tiller****,* ***Metal Asia*** *Rice Transplanter,* ***CLAAS*** *Combine Harvester,* ***Metal*** *Reaper,* ***Fiona*** *Seed Drill and* ***BullSmart*** *Backhoe and* ***Metal*** *Tipping & Non-Tipping Trailer etc.****]****, 17, North C/A,**Gulshan-2, Dhaka-1212**as a* ***Deputy Manager- Credit Management & Recovery -*** *since 1/12/2008.*     - ***Worked*** *in the* ***PEQS GROUP*** *(****PEQS Garments Ltd. & Shalimar Garments Ltd., Amco Engineering Ltd. and Sambroze Ltd.****)**and* ***Social Chartered (Finance & Investment) Cooperative Ltd.*** *Mirpur, Dhaka As an* ***Executive Officer (EO)*** *For One Year (01-10-2007 to 30-11-2008).*     - ***Worked*** *in**The* ***RECALL,*** *House-11, Road-4, Sector-3**Uttara, Dhaka-1230 – an Authorized Agency for – (One Year)*   ***Banking & Financial Product Marketing & Sales***  ***Savings & Deposit Collection***  ***SME Banking & Finance***  ***Investment & Lease Finance***  ***Collection/ Recovery and***  ***Event Management etc.***  *Authorized By-* ***VANIK***  ***LankaBangla Finance Ltd.***  *Standard Chartered Bank*  *and Banglalink etc.*   * ***Worked*** *in**the* ***BRAC Bank Limited, Executive- Recovery, SME Department****,* ***Head Office, Gulshan-2, Dhaka-1212*** *for 01 year.* * ***Worked*** *in the* ***Investment & Credit Services Ltd. (ICSL),*** *Rahman Chamber, Motijheel C/A, Dhaka-1000 - Authorized* ***Exclusive Agency for Credit Information Inspection & Verification and Recovery Service provider*** *to* ***Different Banks & Financial Institutions****. Worked as an Executive for 03 Years (01-12-2000 to 28-02-2004)* |
| *Professional Training & Courses**Completion of different training and courses to develop professionalism in several organization and Institutes*  * Financial Management- DCCI Business Institute, Dhaka * Business Management (SME Toolkit)- SEDF & DCCI Business Institute, Motijheel, Dhaka * Certificate in Tax & VAT Management, OneWorld Institute, Gulshan-2, Dhaka * Accounting, Financial Report Preparation & Internal Auditing- BMDF, Uttara, Dhaka * Office Management- BMDF, Uttara, Dhaka * Marketing & Sales Management- BMDF, Dhaka * Pre-Production & Merchandising, SEDF & Lankan Clothing Management Institute, Dhaka * Certificate in Textile Technology, ICTM, Banani, Dhaka * Certificate in Textile Merchandising, ICTM, Banani, Dhaka * Course on Garments Merchandising: Operation & Management- DCCI Business Institute,   Dhaka   * Garments Production Management- SEDF & Bangladesh University of Engineering & Technology (BUET), Dhaka * Banking Products Marketing , Loan Administration and Recovery- ICSL, Motijheel, Dhaka * Logistics & Support Services Management- Marriot Security Force, Dhaka * Security Services Management & Incident Control- Marriot Security Force, Dhaka  *Language Proficiency* *Fluent in Bangle and English Spoken, Written, Communication and Presentation (with perfect eye contact).* *Presentation Skill* *Good in Presentation of Business Official Meeting, Reports and any Program.* *Computer Literacy*  *Excellent in Computer Application with Microsoft Office, Graphics, Accounting and*  *Relevant other official Software.* *Extra Curricular Activities*  *An Ex-****Cadet Sergeant*** *of* ***Bangladesh National Cadet Corps –BNCC****, 2Ramna Regiment, Dhaka and Karnafuli Regiment, Chittagong. A Life Member of* ***Bangladesh Red Crescent Society (BDRCS),*** *Dhaka City Unit, Dhaka and member of many other Social organizations.* *Personal Specification* *Young, energetic, Hardworking, Self Motivated and Dedicated to the organization. Consider myself as professional with experience & Knowledge. Prefer to keep-up Personality in all perspective. Hobby is reading News Paper, Professional Books and Watching Television. Very Much Like to Tour & Journey country wide. Well Known all the districts of the Country.* |
| *Personal Details* *Name :* ***Md. Ziaur Rahaman*** |
| *Father’s Name :* ***Md. Mozibur Rahaman (Late)*** |
| *Mother’s Name :* ***Khodeza Khatun*** |
| *Address :* ***1824, Mohammad Nagar***  ***West Sholashahar, Panchlaish***  ***Chittagong-4211*** |
| *Date of birth :* ***25 October’ 1980.*** *(Age-31Years)* |
| *Nationality :* ***Bangladeshi*** *(By birth)* |
| *Religion :* ***Islam*** |
| *Marital Status :* ***Married*** |
| * ***Signature & Date*** * ***Enclosed-*** |
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