

ENAMUL HASAN TANVIR

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Career Objective:

To establish a successful career with a progressive organization that provides an opportunity to capitalize my skills and traits as a responsible individual with sincerity and professionalism with the best of my abilities. Passionate, engaging, and attentive customer service specialist trained in conflict resolution and communication. Seeking to leverage interpersonal skills to build customer loyalty for Center Cable Systems.

Employment History:

1. Digital Marketing Executive (Jun 1, 2020 - Sep 15, 2020)

Banglafire Solutions Limited

Company Location : Mirpur DOHS

Department : E-commerce Marketing

Duties/Responsibilities:

Planning and monitoring the ongoing company presence on social media.

Launching optimized online advertisements to increase company and brand awareness.

Data Entry Operator (Aug 1, 2019 - Feb 27, 2020)

Banglafire Solutions Limited

Department : Sales Development

Duties/Responsibilities:

Handling Clients, bring projects for the company, third-party work such as Data Entry etc.

2. Call Center Executive (Jan 2, 2019 - Jul 31, 2019)

DTX Business Solution

Company Location : Mohammadpur

Department: Telemarketing, Transfer leads (International Campaign)

Duties/Responsibilities:

Acquires customer data by noting phone calls, talking with customers, checking data. Advises customers by clarifying methods, addressing questions, giving data.

3. Sales & Marketing Development Representative (Jun 3, 2015 - Dec 28, 2017)

Maxis

Company Location : Kuala Lumpur

Department: Sales and Marketing

Duties/Responsibilities:

To come up with new innovative promotional idea which will leads rapid increase of sales.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pass Year	Duration
Master of Business Administration (MBA)	Human Resource Management	University of Dhaka (DU) (Running)	-----	2021	2
Bachelor of Science (BSc in CS)	Computer Science	Binary University (Malaysia) [Foreign Institute]	Second Class	2017	3
A Level	Mathematics And Accounting	Maple Leaf International School	pass	2012	2
O Level	Science	Maple Leaf International School	pass	2010	-

Extra-Curricular Activities:

- Event Organizing, Orchestrated “The Bangali New Year,2017” Program under Binary Bangladeshi Cultural Club.
- Travelling ,Hiking & Trekking.
- Reading & Training.
- Playing Cricket & Football.
- Participated in “Bangladesh Cricket league in Malaysia” with 16 others Universities.
- Social activities & Volunteering.

Participated in “The KitaSama Blood Donation Drive” on 6th September, 2017.

Core Competencies:

- Exceptional creative and analytical thinking abilities
- Multilingual, Friendly, Professional, Punctual, Computer Literate, Organized, Flexible, Problem Solver
- Leadership, Time management, Teamwork, Adaptability, Commitment to excellence
- Focus, Ambitious, Avid learner, Results-driven, Collaborative learner

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
PCS (Professional Customer Service) SEIP, BACCO	<ul style="list-style-type: none">• Effective Listening Skill• Leadership Skill• Business Communication• Customer Service Management• Cross Cultural Training• Interactive software app management• Live detailing session with practical customer	Dhaka Calls	Bangladesh	Dhanmondi	2019	50 days
WSDA (Workplace Skills Development Academy)	<ul style="list-style-type: none">• Introducing self and family• Making request and seeking permission• Getting to know in small talks• Different expressions• Expressing personal opinion about everyday issues• Liking/disliking• Asking questions to unwrap an idea	WSDA New Zealand	Bangladesh	Mohammadpur	2019	5 days

Personal Details:

Father's Name : S.M Golam Mostofa
Mother's Name : Tayaba Khatun
Date of Birth : October 14, 1994
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Blood Group : B+ (Positive)

References:

Shamsur Rahman Majumder
EVP & Manager
NRB Global Bank Limited
Mobile: +8801955500818

Dr. Asif Mahbub Karim
Dean, Binary University
Mobile: +60172234854

Md. Mahbubur Rahman Chowdhury
Executive Officer, Board Secretariat
Prime Bank Limited
Mobile: +8801700711535

I certify that the information given in this CV is complete and accurate and this CV will be rejected if any wrong information is supplied with this.

Signature: Enamul Hasan Tanvir
