



## **MD.ASHFAQUZZAMAN KHAN**

*Flat # A-9, Sky View Heaven, 129 Shantinagar, Dhaka*  
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### **CAREER OBJECTIVE:**

Intend to work in a challenging and competitive environment where strong sense of responsibility requires. Where dignity of work provides job satisfaction and the place of work provides potential avenues for learning & growing and to achieve top level in the hierarchy.

### **HIGHEST EDUCATIONAL QUALIFICATION:**






MASTERS OF BUSINESS ADMINISTRATION (MBA)  
American International University Bangladesh (AIUB)  
Major in Finance  
C.G.P.A: 3.26

### **EMPLOYMENT:**

April 2011 to till now, working as *Coordinator (Site Maintenance Project)* in **Fair And Appropriate Technology Ltd.**

This company is a Local Subcontractor of various renowned Telecommunication companies, including Grameenphone, ROBI, Banglalink, NEC, Ericson and Edotco. Major operation of this company is the Installation and Commissioning of Telecommunication equipment and Site maintenance around the country.

#### **Job Responsibilities:**

-  Collect Daily Report of site maintenance work from different regional offices and submit to concerned Mobile phone operators.
-  Prepare the invoices of site maintenance work of different operators.
-  Submit the invoices after approval for final payment.
-  Keep track of payment received.
-  Attend all meeting with operators on Invoice and Payment related issue.

July 2007- September 2010, served as *Officer-Administration*, in **Navana CNG LTD** (A **Navana Group** Company).

**Job Responsibilities:**

- ✚ Office Management.
- ✚ Customer Relationship Management.
- ✚ Prepare Monthly Attendance and Overtime Report.
- ✚ Prepare monthly Sales Report.
- ✚ Maintaining the Employee Database.
- ✚ Maintaining the Customer Database.
- ✚ Maintaining the Filling System.
- ✚ Security Management.

**EDUCATIONAL QUALIFICATION:**

**2010 Masters in Business Administration (MBA)**

CGPA 3.26 in a scale of 4.0, [Major in Finance]

American International University, Bangladesh (AIUB)

**2006 Bachelor of Business Administration (BBA)**

CGPA 3.40 in a scale of 4.0, [Major in Marketing]

Ahsanullah University of Science & Technology (AUST)

**2002 Higher Secondary Certificate (HSC)**

2<sup>nd</sup> Division (592), Science Group

Adamjee Cantonment College, Dhaka

**1999 Secondary School Certificate (SSC)**

1<sup>st</sup> Division (784), Science Group

Motijheel Govt Boys High School, Dhaka

**LANGUAGE SKILLS:**

Strong command over the Bengali and English language, in both oral and written form

**COMPUTER SKILL:**

MS Office (specialty in MS Word, MS Excel, MS PowerPoint, MS Access)

**PERSONAL INFORMATION:**

Father's Name : Late Md.Ahasanuzzaman Khan  
Mother's Name : Tahmina Zaman  
Date of Birth : 19 November, 1984  
Marital Status : Married  
Religion : Islam  
Nationality : Bangladeshi  
Permanent Address : Flat # A-9, 129 Shantinagar, Dhaka-1217  
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**REFERENCES:**

1. Dr. M.H Khan  
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Ahsanullah University of Science & Technology  
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2. Mr. Abu Nayem  
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(Signature with Date)