Moniruz Zaman



70/3, Capital Mohuwa, West Merul Badda, Flat: (C2), Badda, Dhaka

(+88) 01841423306, 01400423306

Munir.zaman@ymail.com

Career Objective:



Contribute to the growth of organization through hard work, dedication and giving the best of my effort. Also, that will be must of me to work and lead, challenge and be challenged in a marketing strategy or business or market development position. To pursue a dynamic and challenging career with an organization of repute and integrating my own goals with the organization's, so as to become a catalyst in each other's growth.

Educational Qualification:

Institution Name	Major	Degree	Passing Year
BRAC University	E-Business & Human Resource Management	Bachelor in Business Administration	2018
Limerick College of Business Studies (LCBS)		First Level	2012-2013
Royal Media College, Mymensingh	Business Studies	H.S.C	2011
Anjuman Government High School, Netrakona	Business Studies	S.S.C	2009

Work experience:

1. Shohoz Limited

Executive of Content – Marketing Duration: 1st October 2018 – Ongoing

http://Shohoz.com

2. Hungrynaki.com

Customer Relationship & International Trade Executive Duration: 14th September 2017- 31st October 2018 www.hungrynaki.com

Job Description:

- ✓ Need to deal with the customer for placing any order.
- ✓ Need to deal with restaurants for to place that order.
- ✓ Need to answer any query regarding any sorts of problem.
- ✓ Need to deal with foreign suppliers in order to buy any product from them.
- ✓ Direct reporting to CEO & Supervisor.

3. Direct Fresh BD

Customer Relationship &
Event Management executive
http://www.directfreshbd.com
Duration: 4 January 2016- 28th July 2016

Job Description:

- Need to answer all the query of any consumer.
- > Need to deal with all the suppliers.
- ➤ Negotiating with consumers and suppliers.

Language: Bangla (Native), English (Fluent)

Leadership Experience and Co-curricular activities:

- ✓ Former President of BRAC University Drama & Theater Forum of 150 members.
- ✓ Organizer of 12 years anniversary of BRAC University Drama & Theater Forum (BUDTF) with 175 club member on my command.
- ✓ Organizer of 1 Club Fair in BRAC University with 210 members on my command.
- ✓ Member of Quantum Foundation and donated blood around 15 times

IT Proficiency: 1. Microsoft Office

2. Statistical Package for Social Science (SPSS) Tools

Personal information:

Date of birth: 15/01/1994

NID no: 199461152230000102

Passport Number: AA5431179

Marital status: Single

Blood Group: A+ (positive)

Religion: Islam (Sunni)

References:

Academic Reference: -

Md. Shamsul Kaonain

Senior Lecturer

Department of Computer Science

BRAC University

Contact No: 01730450759

Shamsul.kaonain@bracu.ac.bd

Professional Reference: -

Tofayel Ahmed Majumder

Head of Operations & Sales

Contact Number: 01976672302

Tofayel.ahmed@shohoz.com

Shohoz Limited

DECLARATION

I hereby declare that all the above facts are true to best of my knowledge.

Signature: Moniruz Zaman