

Md. Sazzad Ul Huque Seddique



ABOUT ME

Date of Birth: October 12, 1996

Age: 24

Gender: Male

Birth Place: Chattogram

CONTACT



House no. 196/2, Flat: E#1
East Bhashantek, Dhaka
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INTERESTS

| | |
|--------------------|--------|
| Photography | Books |
| Graphics Designing | Travel |
| Video Making | Coffee |

HOBBIES



CAREER OBJECTIVE

Being motivated with a good attitude, strong analytical and development skills wanted to become part of a leading Organization and fulfill my desire of acquiring knowledge and pleasure working with the most competent professionals.

EXPERIENCE

Senior Executive- MIS

November 2019 to present | Khan Accessories & Packaging Co. Ltd. (Kapco)
– BSCIC, Tongi



Kapco offers comprehensive ranges of apparel Trims & Packaging products and services complying with global quality standards.

Key Responsibilities:

- Maintaining liaison with third party vendors and suppliers.
- Making Daily Sewing Thread & Carton Production report by MS Excel along with pending production.
- Follow-up production and communicating with the sales head and department head along with salesforce.
- Making Sales presentation on behalf of sales executives.
- Making monthly sales and production reports.
- Helping Accounts for making monthly salary (Payroll).
- Working with compliance manager and certification companies (Bureau Veritas, SGS, DVC Limited Bangladesh etc).
- Assigning work schedules of workers, Securities & Drivers.

Digital Marketing Executive

January 2019 to October 2019 | Mind Mapper Bangladesh Ltd.

Graphics Designer (Part- Time)

April 2018 to December 2018 | Mind Mapper Bangladesh Ltd.
Banani, Dhaka



Mind Mapper Bangladesh is a leading management consulting firm operating across all industries in Bangladesh and the Asian region. Mind Mapper works with leading organizations across private, public and social sectors.

Key Responsibilities:

- Creating Digital Campaigns in Social Media.
- Making People Engaged in Events.
- Maintaining relationships with the campus and corporate ambassadors.
- Shooting Videos and edit accordingly & Photography.
- Creating Designs- Posters, Banners, Brochure, Flyers, Book Cover, Digital Media Posts.

EDUCATION

Bachelor of Business Administration (BBA):

Finance & Marketing
East West University, Dhaka

Higher Secondary Certificate (H.S.C):

Business Studies
Adamjee Cantonment College, Dhaka

Secondary School Certificate (S.S.C):

Business Studies
Shaheed Ramiz Uddin Cantonment School, Dhaka

TRAINING & CERTIFICATION

Leadership Excellence

2 Days long Training by Ejazur Rahman

- Definition of Leadership
- Locus of Control
- Leadership Theory
- Paradigm Shift and many more.

LANGUAGE

- Bengali - Native
- English – Communicative oral & written.
- Hindi – Basic oral Communication.

Effective Negotiation Skills

2 Days long Training by Ejazur Rahman

- Negotiation Techniques
- Repo Building
- Win-Win Techniques and many more

Communication Secrets

2 Days long Training by Ejazur Rahman

- Effectives ways of communications.
- Writing etiquettes.
- Cracking a meeting and many more.

TECHNICAL PROFICIENCIES

- MS office application: MS Word, Excel, Power Point slide presentation, MS Access, (Took workshop on MS PowerPoint).
- Graphics Designing (Adobe Photoshop & Illustrator, MS PowerPoint) & Video Editing (Adobe Premiere Pro, Camtasia, AE), Semi Professional Photography.
- Digital Marketing & Basic Web Maintenance.
- Advanced Computer Operating Skills.

EXPERTISE

| | |
|---|-------|
| Communicative oral and written communication. | ●●●●● |
| Team Management | ●●●●● |
| IT Knowledge | ●●●●● |
| Making Presentation | ●●●●● |
| Problem Solver | ●●●●● |

SKILLS

| | |
|--|-------|
| Work well under pressure and capability of meeting deadlines | ●●●●● |
| Great at Problem Solving | ●●●●● |
| Good Leadership Skills | ●●●●● |
| Critical Thinker | ●●●●● |
| Ability to quickly create and apply ideas and solutions | ●●●●● |

EXTRA CURRICULUM ACTIVITIES & ACHIEVEMENTS

- **Vice President** (2018-2019), **Coordinator** (2017-2018) – EWU Investment & Finance Club.
- **Head of Brand** (2019- Present) – Tourbuzz (A travel Community)
- Scholarship Winner in **PTAK Prize Global Supply Chain Case Competition 2019**.
- Organize different program on behalf of **EWU Career Counseling Center** (CCC).
- Communication Coordinator (2017-2018) of TourBuzz (A Travel Group of EWU students)
- **Finalist** of Info-Board competition organized by the EWU Agro Industrialization Club.
- 2nd round qualifier in **Brandwiz 16, Focus 17** national competition.
- Attended different workshops organized by 10 Minute School & Various Organizations.

REFERENCE

Ejazur Rahman, CSCM

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CEO – ISCEA(Asia)
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DECLARATION:

I have declared that the information specified in this Resume is true to the best of my belief and knowledge and correctly describes my experience and myself.

Md. Sazzad Ul Huque Seddique



Scan me for more details