

# RESUME

## Address.

**Mohammad Enamul Hoque**

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Al ghanem 90 A, Building, Level 11<sup>th</sup>.

Rashidiya-1 Ajman.



## CAREER OBJECTIVE

To acquire a position that gives me opportunities to accept the challenges, create ideas in an organization where I can get maximum exposure and to work with a progressive company, which offers congenial, invigorating, and challenging atmosphere with long term career growth prospect.

## WORKING EXPERIENCE

1.

Organization : **Runner group of company (Automobiles)**

Position : **Senior Executive Accounts (Sales Department)**

Location : Dhaka, Bangladesh.

Working Period : 18<sup>th</sup> February 2019 to 20<sup>th</sup> October 2021.

Responsibilities : **Job Description**

- Handle cash, credit or check transactions with customers
- Reconcile cash drawers and sales receipts
- Calculate the cost of products or services
- Assisted with maintain stocks
- Promote and sell products/ services using solid arguments to existing and prospective customers
- Maintaining positive business relationships to ensure future sales
- Oriented toward serving others and helping customers

2.

Organization : **The City bank Ltd**

Position : **Sales officer (Retail banking)**

Location : Chottagram, Bangladesh.

Working Period : 19<sup>th</sup> July 2018 to 11<sup>th</sup> February 2019.

Responsibilities : **Job Description**

- The City Bank Ltd SME loan and American express credit card. Under the direct sales team select the different types of target customer like Businessmen, entrepreneur, private and government service holder.
- Convinced the customer and provide the product information
- After collection of documents made the file.
- That's met up and finally customer got loan or credit card.

## Educational Qualification

Examination	Institution	Board/University	Result	Year of passing
<b>MBA</b> (Finance)	Premier University,Chittagong	Premier University,Chittagong	3.21(out of 4)	2016-2017
<b>BBA</b> (Finance)	Premier University,Chittagong	Premier University,Chittagong	3.08 (out of 4)	2011-2016
<b>HSC</b>	Hathazari college,Chittagong	Chittagong	3.80 (Out of 5.0)	2009-2010
<b>SSC</b>	FQCSC	Chittagong	4.38 (Out of 5.0)	2003-2008

## COMPUTER LETERACY

- Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access)
- System Software (Windows)
- Adobe Photoshop, Browsing, Internet and E-mail.

## KEY PERSONAL FEATURE

- Strong desire and willingness to take new challenges designed responsibility
- Sportsman spirit, determined to resolve any sorts of circumstances that may arise
- Inherent capability of communication with people
- Motive to learn
- Ability to work in the team and individual

## PERSONAL INFORMATION

- Father's Name : Mohammad Abul Hossain
- Mother's Name : Monoara Begum
- Date of Birth : 20<sup>th</sup> February 1992
- Religion : Islam
- Nationality : Bangladeshi
- Passport No : EA0914965
- Marital Status : Single
- Permanent Address : Village: 02 Dewan Nagar PS: Hathazari PO: Hathazari (4330) District: Chottagram

## Declaration

I assure that the information furnished above is true to the best of my knowledge and belief.

Place: Ajman (Visit visa, validity April 2022)

Mohammad Enamul hoque