



A motivated administrative professional seeking a position in a challenging environment. I have 3 years of experience in providing marketing, administrative and secretarial support to the Admin department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines.

Personal information

Name

MD. Sagar Mia

Nick Name

Sagar

Date of Birth

10 December,
1990

Gender

Male

Residence:

Imadpur
Sarkerpara,
Bairatihata(5460),
Mithapukur, Rangpur.

Nationality

Bangladesh

Marital Status

Unmarried

Mobile

01724122909

Skills

- MS Office
- Internet
- E-mail

Contact

Rangpur

01724-122909

sagar.rngbd@gmail.com

MD. SAGAR MIA

Marketing Executive Officer

Experience

● Marketing Executive

Of

Bangladesh Honda Private Limited

Responsibilities:

Oversee the sales process to attract new clients.

Work with senior team members to identify and manage risks.

Maintain fruitful relationships with clients and address their needs effectively.

Research and identify new market opportunities.

Education

● M.B.A

Carmichael College, Rangpur | 2013 - 2014

National University

Department: Management

Duration: 1 year

Result: CGPA-2.88

Passing Year: 2014

● B.B.A

Carmichael College, Rangpur | 2009 - 2010

National University

Department: Management

Duration: 4 Years

Result: CGPA-2.69

Passing Year: 2013

● H.S.C

Rangpur Govt. Commercial Institute, Rangpur | 2006 - 2007

Board: Dhaka (DIBS)

Group: Accounting

Result: 4.21

Passing Year: 2008

● S.S.C

Imadpur Paschimpara High School, Rangpur | 2004 - 2005

Board: Rajshahi

Group: Business Studies

Result: 3.50

Passing Year: 2006

Interests

- ♥ Playing Games & Sports
- ♥ Internet
- ♥ Traveling
- ♥ Arranging Picnics
- ♥ Reading Books

Additional activities

- Running
- Swimming
- Cycling
- Sports Club Managing

Reference

Asst. Professor Akhteruzzaman
Department of Management,
Carmichael College, Rangpur.
Mobile : +8801712264346
Email: akhter.dudc@gmail.com


Competences

- ✓ Strong administration skills
- ✓ Familiarity office with business software such
- ✓ As Microsoft a high level of confidentiality
- ✓ Excellent interpersonal and customer-facing skills
- ✓ Strong communication skills, both written and verbal
- ✓ The flexibility and willingness to learn
- ✓ To enjoy working with people
- ✓ Tact and diplomacy
- ✓ Good administrative skills
- ✓ The ability to work as part of a team
- ✓ The ability to work accurately, with attention to detail

Declaration

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

Place: Rangpur
Date: 15-02-2021


Signature
(Md. Sagar Mia)