

# KAMRAN RIZVE



## Mailing Address:

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## **Career Objective:**

Building up a challenging and rewarding career in an organization that provides structured career advancement within the extent of competitive and dynamic environment and face challenging opportunities with sincerity, punctuality, commitment, self-competency and hard working.

## **Educational Attainment:**

<i>Name of Examination</i>	<i>Board/University</i>	<i>Subject/Group</i>	<i>Year of Passing</i>	<i>GPA/ CGPA</i>
S.S.C	Barisal Technical School and College (vocational)	Science	2009	3.77
Diploma Engineering In	Ahsanullah Institute of Science and Technology	Computer Technology	4th Years	2.80
BSc in CSE	Fareast International University	Computer Science & Engineering	Final year	appeared

## **Computer skill**

Operating system : Windows-7, Windows-10,  
Office Package : Microsoft Office, Networking,  
Conversant in using E-mail, Internet etc.

## **Language proficiency**

English : Good command over writing and speaking.  
Bangla : Excellent command over writing and speaking.

## **Extra Curriculum Activities**

<i>Name of Subject</i>	<i>Institute</i>	<i>Subject</i>	<i>Year of Certified</i>
News Presentation	JobsA1.com	Professional Presentation	Certified in 2009
Business Development	Bangladesh Association of Software and Information Services (BASIS)	Clint Service in Procurement	Certified in 2019

## **Career History**

**Sep-2019 to Still now**  
Sr. Executive – Business Development  
**Smart Technology LTD**

**\*Job Description:** Corporate Clint Service and Procurement or local purchase section service.

**Jan 01-2019 to Sep-2019**  
Customer Relationship Officer -Business Development Department,  
**Richman Informatics**

**\*Job Description:** Clint Service, Govt. Project Follow-up, Product Information and Network and Surveillance Problem Solution, and Solution Service Support,

**Feb 01-2018 to Dec 31-2018**  
Executive Officer  
**MASHNOONS COMPUTER LTD**

**\*Job Description:** Stock inventory and Purchase.

**May 02-2017 to Feb -2018**  
Executive Officer  
**Tetra soft LTD (internet ISP provider)**

**\*Job Description:** Our Responsibility NOC department support, Server room Checkout. Over all bandwidth checkout.

**June 01-2013 to April 30-2016**  
Cell phone Q.C & Customer Support / Public relation department

**WALTON GROUP (R.B Group)**

**\*Job Description:** Our Responsibility Customer Care/Call center (inbound-outbound, product information responsibilities) and Seals

**Nov 20- 2010 to May30-2013**  
Customer Care Officer and Coordinator (public Relation Department)

**STAR CINEPLEX (show motion Pvt. Ltd)**

**\*Job Description:** Our Responsibility in Customer support in our Guest, VIP program and other Program Arrange and Team management.

**Feb 15-2008 to Sep 20-2009**  
Customer Care and Seals  
**Acer Laptop and Computer Main Showroom**

**\*Job Description:** Our Responsibility Customer Problem Support and Other Customer IT product Problem solved out

### **Capabilities**

- ❑ Target oriented hard-working ability. Like to take and face challenge
- ❑ Able to travel anywhere for collecting various type of data
- ❑ Analytical skill on the data processing

### **Specialty**

- ❑ Self-confidence, hard endeavored.
- ❑ Communicative, friendly and open minded
- ❑ Patient, courageous, enthusiastic and punctual
- ❑ Ability to manage things and works with groups
- ❑ Innovative and adoptive to new tools & techniques.
- ❑ Have the frond of making group coherence.
- ❑ Ability to make ease hard problems.
- ❑ Leading ability to group.
- ❑ Have the capability to get-rid-of crisis management.

### **Personal interest**

Reading literary composition, travelling, PC games, nurturing relationship with people, listening music.

### **Personal facts**

<b>Father's Name</b>	: Late A.K.M Akteruzzaman
<b>Mother's Name</b>	: Hasina Akter Bina
<b>Date of Birth</b>	: July 17, 1992
<b>Nationality</b>	: Bangladeshi
<b>Religion</b>	: Islam (Sunni)
<b>Height</b>	: 5 feet 3 inches
<b>Blood Group</b>	: B+
<b>National ID card</b>	: 6417635635

### **Declaration**

I, hereunto declare that the statements and the information stated in this “Curriculum Vitae” are true and correct to the best of my knowledge and belief.



Signature