

## Kazi Asiful Alam

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Plot No.: 92, House No.: 43, Road No.: 04, Dakkhingaon,  
Sabujbag, Dhaka-1214.  
Cell: +8801677-060035  
Email: [k.asiful@outlook.com](mailto:k.asiful@outlook.com)



### Career Objective

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- To be a successful and renowned professional in a globally respected company that nurtures creative professional growth while being resourceful, innovative and flexible and want to achieve the objectives of the company with my continuously upgraded knowledge and skills.

### Experiences

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#### 1. Executive, Sales-Product of Bproperty.com

(Nov, 2019 to Cont.)

- To visit the assign project for getting true information & collect it also initial physical vetting about property.
- To schedule for project visit or meeting with property owner.
- To survey the area with property knowledge for getting actual property price valuation about property details, market condition, pricing suggestion and owner property location.
- To collect necessary document from the seller as per requirement for proper vetting of property documents.
- To agreement the property owner with signature in authorized service agreement.
- To support the legal team to proper service agreement.
- To ensure product is available at that time viewing scheduled & attend viewing with Client
- To inform the owner of the property & support to the team when they sit with the client for price negotiation.
- To attend the meeting with the team to the support of tri-party agreement.
- To ensure smooth & comfortable journey with clients to giving all kind of support till end without any sort of hassle.
- To create a good relationship with the clients maintain property communication to give updates.

#### 2. Marketing Executive of 35mm Photo Agency

(Jun, 2019 to Oct, 2019)

- Planning, developing and implementing effective marketing communication campaigns.
- Understanding the product and customer profile and write thorough specs for each.
- To maintain strong business relationship with Clients.
- To handle clients and satisfy them with the set service policies of the organization.
- To deal with clients and provide them project information over telephone.
- Preparing budget quotation based on clients projects.
- Responsible for regular following-up clients and maintain their records.
- Responsible for project visit out of the office.
- Preparing payment schedule, preparing deed of agreement and signing to the client.
- Any other activities as and when required by the management.

## Academic Qualification

Degree Name	Institution	Board	Major/ Group	CGPA/ GPA	Passing Year
Master of Business Administration (MBA)	North South University	--	Marketing	2.74/4.00	Enrolled
Bachelor of Business Administration (BBA)	United International University	--	Accounting	3.04/ 4.00	2017
Higher Secondary Certificate (HSC)	National Ideal College	Dhaka	Business Studies	5.00/ 5.00	2011
Secondary School Certificate (SSC)	Dhakkhin Banassri Model High School	Dhaka	Business Studies	4.88/ 5.00	2009

## Training

- Certificated for successfully completed a training course on “**Computer Basic**” in **District Training Centre at Department of Youth Development in Ministry of Youth & Sports** and attained “A+” Grade.

## Internship

- Worked as an intern of **Commercial Documenting** in “**Advanced Chemical Industries Ltd**” from January, 2017 to March, 2017.

## Extra-curricularActivities

- Worked as **Official Liaison** as well as the competition in the **20<sup>th</sup> Asian Archery Competition, 2017** organized by **Bangladesh Archery Federation**.
- Served as **Treasurer & Head of Communications** as well as an organizer in the **National Photography Exhibition (Shutter Stories Chptr-1 & Chapter-2), 2017 & 2015** held in UIU.
- Participated in many programs like- **Leadership Development, Interview Technique & Skills Those Can Make You Successful Entrepreneur** and other seminars.

## Achievements

- Certificated for attended **Shutter Stories, Chapter-02** (A national Photography Exhibition) organized by **UIUPC** (United International University Photography Club) in 2017.

## Technological Skills

- Microsoft Office
- Adobe Photoshop Light Room
- Tally Software
- SPSS

## Strength

- Ability to work under pressure.
- Strong analytical and decision making ability
- Accepting feedback & taking constructive criticism well.

## Language Proficiency

- Fluent in English, Hindi, and Bangla in Speaking.
- Good command over writing, reading & listening in both English & Bangla.

## Personal Details

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- Father's Name : **Kazi Mofizul Islam**
  - Mother's Name : **Shalina Akter**
  
  - Date of Birth : 01<sup>st</sup> December 1993
  - National ID No. : 237 822 3354
  - Gender : Male
  - Nationality : Bangladeshi
  - Religion : Islam

## References

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**Md. Sadiqur Rahman**

Zonal Manager, Gulshan Zone

Bproperty.com

Address: 74, Block D, Banani 11, Dhaka 1213

Cell: +880 1908815529

Email: sadiqur.rahman@bproperty.com

**Saiful Arefin**

Director, Business

Development Dept.

35mm Photo Agency

Address: 99, Road No. 10, Block D,

Niketan, Gulshan 1, Dhaka 1212

Cell: 01912102470

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**KAZI ASIFUL ALAM**