

SHAIKH ABDULLAH AL MARUF

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Career Objective

To pursue a challenging career in the world of business and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization

Academic Qualification

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration in years
Masters of Business Administration	Marketing	Dhaka commerce college	CGPA: 3.38 on a scale of 4.00	2015	1
Bachelor of Business Administration	Marketing	Dhaka Commerce College	CGPA:3.20 on a scale of 4.00	2014	4
Higher Secondary Certificate Examination	Business Studies	Police line school & College	GPA:3.90 on a scale of 5.00	2010	2
Secondary School Certificate Examination	Science	Satarpara High School	GPA:3.80 on a scale of 5.00	2008	-

Employment Background

Dird Composite & Textile

Trainee IE officer (June 11, 2018 till to August 31,2019)

Satiabari, Rajendopur , Sreepur,Gazipur

Work Field knit wears ltd.

Junior IE Executive (September 1,2019 till to date)

Bawara kaultia,Gazipur

Duties/Responsibilities:

- 1.Time Study, Motion study
- 2.Taking the capacity study of full-line and line balancing for clean-up bottleneck area.
- 3.Follow-up the low performing Operators.
- 4.Operation breakdown, Operation Bulleting / Layout
- 5.SMV calculation by time study.
- 6.Operator skill Summary.

Key Skills

- ✚ Expert communication skills, both verbal as well as
- ✚ written Administrative capabilities.
- ✚ Professional attitude with clients as well as colleagues
- ✚ Confident in presentation of products and services
- ✚ Understanding the consumer need and ability to convince
- ✚ Flexible to changing conditions and possessing high level of integrity Knowledge of various

Computer and Technological literacy

Operating System	Applications	Operational Skills	Gadget Knowledge
<ul style="list-style-type: none"> ✓ Windows ✓ Android ✓ MAC 	<ul style="list-style-type: none"> ✓ Microsoft office ✓ Facebook ✓ Google Chrome, Opera ✓ YouTube ✓ Photoshop ✓ Windows Movie Maker ✓ MAGIX Music Maker ✓ WhatsApp ✓ Viber ✓ Imo 	<ul style="list-style-type: none"> ✓ Internet browsing ✓ Emailing and drafting documents ✓ Software installation 	<ul style="list-style-type: none"> ✓ Windows PC ✓ Android Smartphone & TAB ✓ Apple MAC book and I Phones

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Attended Courses

Training Title	Organized By	Training Center	Result	Duration
Fundamentals of Digital Marketing	Google Digital Garage	Online	Completed	40 Hours

Interests

✚ Playing guitar and performing at concerts with my band

✚ Singing

✚ Internet Browsing

✚ Bicycling

✚ Interacting with people

✚ Travelling

✚ Reading Books

Personal Details

Father's Name : Shaikh Nuruzzaman

Mother's Name : Mst.Hasiba Aktar

Date of Birth : April 30, 1993

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

National Id No. : 2841335496

Religion : Islam

Permanent Address : Vill: Satarpara , P.O: Satarpara , P.S: Daulatpur , Dist: Kushtia

Current Location : Dhaka

Reference(s)

Name : Dr. Md. Main Uddin

Organization : University of Dhaka

Designation: Associate Professor

Department of Banking & Insurance

Address: University of Dhaka,
Dhaka 1000

Mobile : 01716289306

Name :DR. Muhammad Abdul Mazid
(Former Secretary to GoB & Chairman NBR)

Organization : A.K. Khan & Company Limited

Designation : Adviser

Address : Bay's Galleria, Gulshan Avenue
Gulshan 1, Dhaka 1212

Mobile : 01720250510

Shaikh Abdullah Al Maruf