

## S.M. Towfiqur Rahman

Address :House#723, Block- F, Road- 22, Bashundhara R/A, Vatara, Dhaka-1229  
Mobile : 01688476062  
Alternative Cell: 01725847723  
e-mail: smtowfiqurrahman1995@gmail.com



---

### **Career Objective:**

To build up a career in a reputed organization which provide dynamic environment that involves Professional challenges and appreciates hard work and integrity in carrying out responsibilities.

### **Special Qualification:**

Great teamwork, motivate others & lead the team to get best outcomes ever to growth my individuals alongside with the organization while having excellent analytical ability, problem solving & good communication skill in both Bengali and English

### **Employment History:**

**Total Year of Experience :1.8 Year(s)**

#### **1. Business Development Executive ( July 04, 2020- October 31,2020)**

##### **A.H. Khan & Co. ( Agency of Gramenphone)**

Company Location :House # 182, Road #02, Mohakhali DOHS, Dhaka

Department: Sales & Marketing

##### **Duties/Responsibilities:**

1. Collecting work order & documents from customers for Sim & ICT Product.
2. Collecting Agreement signature for verifying the customer.
3. Confirmation the payment of product.
4. Delivering Product.

#### **2. Sales Associate ( March 08, 2020 - June 30, 2020)**

##### **IFIC Bank Ltd.**

Company Location :House #160, Road #08,Block #F , Bashundhara R/A,Dhaka.

Department: Retail Banking

##### **Duties/Responsibilities:**

\*Disbursement Home & Mortgage Loan as per rules of bank.

**Data Collection Executive (August 01, 2016 – September 01, 2017)**

### 3. Wind Mile ( Agency of Grameenphone)

Company Location: West Wind Point (Near Suvastu Shopping Mall, Shahajadpur, Dhaka.

Department: Marketing

#### **Duties/Responsibilities:**

\*Collecting Data from customers of Postpaid Sim as per Company's Rule.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Accounting & Information Systems	Manarat International University	CGPA:3.03 out of 4	2020	1	"B" Grade
BBA	Finance & Banking	Manarat International University	CGPA:2.49 out of 4	2019	4	"C" Grade
HSC	Business Studies	Barakotha Union Degree College, Wazirpur, Barishal	CGPA:4.20 out of 5	2014	2	"A" Grade
SSC	Business Studies	Barakotha Union Institution , Wazirpur, Barishal	CGPA:4.19 out of 5	2012	-	"A" Grade

#### **Career and Application Information:**

Looking For : Top Level Jobs  
Available For : Full Time  
Preferred Job Category : Company, Garments & Bank  
Preferred Location : Dhaka

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>Computer skill</li></ul>	1. Hardware and software management. 2. Working in different operating system platform ( Win/mac/Linux) 3. Professional package of Microsoft office. 4. Data entry, E-mail, Networking and internet surfing etc.

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

#### **Personal Details :**

Father's Name : S.M. Alauddin  
Mother's Name : Mrs. Sarna  
Date of Birth : June 24, 1995  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : C/O : S.M. Alauddin, Village: Sakral, Post office: Sakral, Post Code : 8220  
Thana : Wazirpur District : Barisal.  
Current Location : Dhaka

**Reference (s):**

Name : Dr. Barna Rab  
Organization : Sher -E- Bangla Medical College  
Hospital, Barishal  
Designation : Assistant Professor, Eye  
Department  
Address : Band Road, Sagardi, Barishal  
Mobile : 01718-832439  
Relation : Relative