

## **Syed Istiaque Ahmed**

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LinkedIn : Istiaque Ahmed  
Skype ID : live:istiaque.ahmed1992  
Age : 24 Years (28-11-1994)  
NID Number : 9155080493  
Blood Group : o+  
Father's Name : Syed Addus Salam  
Mother's Name : Syeda Umme Habiba  
Mailing Address: K-5, Main Road, South Banasree, Dhaka-1219



### **Career Objective:**

looking for a challenging responsibility within Marketing where my skillfulness and understanding would be able to be put in and utilize.

### **Core Proficiencies:**

- Sales
- Team Development
- Employee Relations
- Social media marketing
- Digital Marketing
- Branding the organization

### **Area of Interest:**

Sales & Marketing, Digital Marketing, Marketing Planning and Strategy, Digital Communication, Branding, Business Development

### **Personal Attributes:**

- Time Management
- Hard worker
- Effective Negotiation
- Emotional Stability Goal Oriented
- Contact Management
- Self-Motivation
- Quick learner
- Accountability
- Commitment
- Self-directed
- Work well under pressure
- Polite & respectful manners

### **Job Experiences:** 2.7 Years

#### **1. Web Vision Digital**

Designation : Executive  
Department : Digital Marketing and Social Media  
Duration : **September 2018 to April 2019**

#### **Key Responsibilities:**

- Regularly follow up Existing or Potential clients.
- Field Visit on a regular basis for seeking out new sales approaches.
- Arrange meeting with clients and discuss about their requirements.
- Ensure timely collection of all documents, information and payment from clients & submit required documents to assigned point of contacts within deadline.
- Prepare Daily and Monthly reports and deliver to management.
- Social media and email marketing
- Google analytics
- Google ad campaign

#### **2. Assist you 24 hours**

Designation : Customer relationship and Digital Marketing Executive  
Department : Marketing and Customer relations  
Duration : **June 2017 to August 2018**

#### **3. Authentic Outsourcing Solutions**

Designation : Customer Support Executive  
Department : Customer Support  
Duration : **August 2014 to March 2015**

### **Academic Qualification:**

- MBA (Production operations Management), East-west University, CGPA- 3.24,2019
- Google Online Marketing Fundamental, Google, 2017
- BBA (Marketing), East-west University, CGPA- 2.70,2017
- HSC (Business Studies), Dhaka Board, GPA- 5.00, 2011
- SSC (Business Studies), Dhaka Board, GPA- 4.94, 2009

### **Technical Skills:**

- **Computer Skills:** MS Office, Internet, Email & also able to type in **English** with the speed of **30-35 WPM** (98% accuracy), Google analytics, Google ad words, Keyword Research, SEO, Digital marketing, Social media Marketing, email Marketing, WordPress Management, CRM, Live chat, Jivo, Zendesk, Sales Force, Cold calling, BPO, Zoom, Virtual assistant, Jurvee.

### **Internship:**

#### **1. Shahjalal Islami Bank**

Designation : Internship  
Department : General Banking  
Duration : **February 2017 to June 2017**

### **Extra-Curricular Activities:**

- **Vice-captain** – Jamalpur Zilla School cricket Team in **2008 and regular member of Ettadi sports club upto 2011.**
- **Outsourcing and Freelance online marketing in different market place.**

### **Language proficiency:**

Bengali: Native proficiency  
English: Professional working proficiency

### **References:**

**Md Mostaque Ahmed**  
**Sr Assistant Director**  
BTRC  
Contact no- +88 01552-202799  
Email: mostaque@btrc.gov.bd  
Relation: Relative

**Eng. Mahbub Jan Chowdhury**  
Corporate Banking Division  
Head Office, Dutch Bangla Bank LTD.  
Contact no: +88 01711-595519  
Email: cdt@dbbl.com.bd  
Relation: Relative

### **Declaration & Authenticity:**

I do hereby declare that the information given above is true of my knowledge.

Yours faithfully,

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**(Syed Istiaque Ahmed)**

Date: