

R E S U M E O F



Syed Redwon Hossain (Mir Jakaria)

Present Address

53/2, North Manikdi, Dhaka Cantonment,
Dhaka- 1206.

Contact Information

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Career Objective:

To be an effective, innovation, smart, energetic & ambitious skills operating in the field of any environment that involves professional challenges & actualizes my potential to the highest extent through proactive attitude and good interpersonal skill, compatibility to work in a sophisticated corporate structure.

- ✓ Quick learner motivated and dedicated to getting the job done right.
- ✓ Strong communication skills, work well with others at various levels.

Work Experience:

1. Executive MIS (August 15, 2017 - Continuing)

Prome Agro Foods Ltd.

Department: Marketing

Company Location :

Plot No# 487, Gobindapur, Moinertek, Uttarkhan, Dhaka -1230.

Responsibility's :

- ✓ Planning S.O & DB Setup.
- ✓ S.O & DB Problem Solved.
- ✓ Monthly Closing Sheet Create & Salary Sheet Creating.
- ✓ Market Monitoring.
- ✓ Daily Report Collects.
- ✓ Daily A.S.M Sales, Lifting Report Collects.
- ✓ Weekly D.M.M Reporting.
- ✓ Daily S.O Attendant's Report & Sales Report Collect.

2. Executive (MIS) (April 1, 2015 - June 30, 2017)

DSS Trading Corporation Ltd.

Department: Marketing

Company Location :

Manikdi, Dhaka Cantonment, Dhaka-1206.

Responsibility's :

- ✓ Planning Manager Setup.
- ✓ Distributors Problem Solved.
- ✓ Market Monitoring.
- ✓ Daily Report Collects.
- ✓ Daily Attendant's Reporting & Sales Report Collect.

3. **Asst. Executive Marketing & Sales** (July 1, 2013 - February 1, 2015)

Dhaka Nibash Development & Holing Ltd.

Department: Sales & Marketing

Company Location :

116, Hossain Tower, Suite No: 10-B , Box Culvert Road, NayaPaltan,
Dhaka-1000.

Responsibility's :

- ✓ Client Communication.
- ✓ Daily Project Visit in Client Etc.

Extra curriculum:

Office Management: in Computer Literacy included – Windows Operating System both XP and Windows 7, (Professional and Home edition) MS Word, MS Excel, MS-Access, MS Power-point, Adobe Photoshop CC, Illustrator CC, And Troyee Enterprise, Internet Browsing, E-mail, Messenger etc.

Word processing: is good both at English and Bengali (40/35wpm)

Presentation Skills: Proficient in writing drafts, reports and project per-forma

Language Efficiency: Excellent capacity in pronouncing and fluent Good.

Skilled in Operating Office Equipments: Most of the inevitable office equipment are handled installed & operated efficiently. Such as – computer, copy write in cd/vcd/dvd, printer, scanner, Internet etc.

Academic Details:

Bachelor of BA (Pass course)

Name of Institute : Govt. Titumir College.
Name of University : National University
Subject : BA (Pass Course)
Passing Year : Appeared

HIGHER SECONDARY SCHOOL CERTIFICATE (HSC)

Name of College : Kathal Bari Siniyor Alim Madrasha.
Name of Board : Madrasha
Group : General
GPA : 4.50 (Out of 5)
Passing Year : 2012

SECONDARY SCHOOL CERTIFICATE (SSC)

Name of School : Abu Taher Dakhil Madrasha.
Name of Board : Madrasha
Group : General
GPA : 4.44 (Out of 5)
Passing Year : 2010

Interest & Activities :

- ✓ Reading Books & Newspaper.
- ✓ Listening & Singing Music.
- ✓ Traveling with friends & relatives.
- ✓ Communicate Facebook, Skype, Imo, Nimbuzz, Google Talk, Whats apps etc.
- ✓ Playing Cricket, Football, Badminton, Cram Board, Swimming etc.

Personal Strength:

- ✓ Great public speaking capability.
- ✓ Ability to understand quickly.
- ✓ Strong skill in communication.
- ✓ Self-motivated with the ability to identify and solve problems.

Language:

- ✓ **English-** Good in speaking, writing, reading and listening.
- ✓ **Bengali-** Mother Tongue with smart accent with no colloquial effect.

Personal Profile:

Father's Name	:	Syed Abul Bashar
Mother's Name	:	Syeda Jahanara Begum
Birth date	:	01-02-1994
Nationality	:	Bangladeshi (By Birth)
Religion	:	Islam
Marital Status	:	Unmarried
Number of Dependent	:	02
Height	:	5'- 4"
Sex	:	Male
Blood Group	:	A(+)
National ID NO.	:	19942916227000167
Permanent Address	:	Village- Mirergeram, PO- Kazikorial, P.S- Nagarkanda, District- Faridpure

Reference:

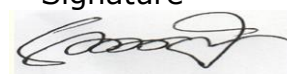
Name: Syed Abu Bakkar Siddiq
Department : Asst. Teacher
Mobile : 01717-754 554
E-mail :

Name: Md. Matiar Rahman
Department : Asst. Manager
Mobile : 01762-683192
E-mail :

Declaration

I hereby declare that all the information given above is factual to the extent of my knowledge & belief.

Signature



S.R Hossain (Mir Jakaria)