

# MD. INZAMUL HUQ

Masters of Social Science

Nikunja-2, Dhaka, Bangladesh

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## Career Objective:

To work in your organization of Bangladesh / International in its any department and grow rapidly with increasing responsibilities.

## Career Summary:

I'm Skilled in Full Stack Web Development (UX/UI Design, Web Design & Development) and Also good at Admin/Customer Support, Office Skills (Excel, ERP, and GSPN). I have approximately 5 year working experience in different sector. I have prepared myself to work in any type of organization.

## Career Summary:

### 1. **Executive, SVC Operations (Logistic & Distribution)**

March 2021 to Continue

Department: Customer Care Division

**Excel Telecom (Pvt.) Limited - National Distributor of SAMSUNG in Bangladesh**

Company Location: Nikunja-2, Khilkhet, Dhaka

Duties/Responsibilities:

- Examine the level of supplies and raw materials to determine shortages.
- Document daily deliveries and shipments to update inventory.
- Prepare a detailed report on inventory operations, stock levels, and adjustments.
- Order new supplies to obtain the best cost-effective deals.
- Maintaining and updating daily records of Good Parts, Spare Parts, faulty parts etc.
- Counting materials in stock.
- Planning to improve upon inventory management or stock control procedures.
- Stock and distributing supplies, equipment.
- Purchase spare parts from different partners
- Software skills GSPN, ERP, Outlook

## 2. **Junior Officer**

June 2020 to February 2021

Department: Customer Care Division

**bKash Limited.**

Company Location: Shibbari Moar, Khulna Sadar, Khulna

Duties/Responsibilities:

- face-to-face customer service
- Ensuring customer satisfaction.
- Actively solving the client's problem.
- Report time to time to the supervisor for complicated issues.

## 3. **Customer Service Representative (CSR)**

January 2018 to November 2019

Department: Customer Support

**Digicon Technologies Ltd. (GrameenPhone Ltd.)**

Company Location: Nikunja-2, Khilket, Dhaka

Duties/Responsibilities:

- Inbound call service provide to GP Customer
- Handle incoming calls to the prospective customers pertaining to the Client's business.
- Ensuring customer satisfaction.
- Identify customer needs, clarify information and provide solutions.
- Actively solving the client's problem.
- Report from time to time to the supervisor for complicated issues.

## 4. **Computer Operator (Admin Support)**

January 2015 to December 2017

Department: Administration Division

**Intelligent Image Management Ltd.**

Company Location: DOHS Baridhara, Dhaka

Duties/Responsibilities:

- Data entries from assign by TL
- Checking all Information.
- Make the daily attendant report.
- Other's work assign by management.

## **Language Proficiency:**

Language	Speaking	Listening	Reading	Writing
Bengali	Good	Good	Good	Good
English	Good	Good	Good	Good

## Academic Qualifications:

Exam Title	Major	Institute	Results	Passing Year
M.S.S.	Political Science	Govt. Edward College <u>under of National University</u>	Second Class	2019 (2017)
B.S.S. (hon's)	Political Science	Hazi Jamal Uddin College <u>under of National University</u>	Second Class	2017 (2015)
H.S.C.	Humanities	Mohammed Yasin Degree College <u>under of Rajshahi Board</u>	First Class	2011
S.S.C.	Humanities	Banwarinagar C.B.P. High School <u>under of Rajshahi Board</u>	Second Class	2009

## Professional Training:

### 1. Web Design (Font-end-Design)

Basis Institute of Technology Management (BITM)

Duration: 3Month

Location: BDBL Bhaban, 12 Kawran Bazar, Dhaka -1215.

Achieved Skills: HTML, CSS, Raw JavaScript, and Bootstrap.

### 2. Computer Application (MS Word/Excel/PowerPoint, Photoshop)

B-Nagar Computer Institute

Duration: 3Month

Location: Banwarinagar, Faridpur, Pabna

Achieved Skills: MS Word/Excel/PowerPoint

### 3. UX/UI Design

Creative IT Institute

Duration: 2Month

Location: Online

Achieved Skills: Research, IA, Wireframe, GUI, and Prototype.

### 4. Web Development (Back-end-Development)

Learning and Earning Projects

Duration: 3Month

Location: Online

Achieved Skills: WordPress

## Skills:

Admin support

Microsoft Office (essential)

PDF creation and editing

Lead Generation

UX/UI Design

Font-end-Development

Adobe creative suite (essential)

WordPress

## Personal Details:

Name : Md. Inzamul Huq  
Nick Name : Emon  
Father's Name : Hazi Md. Elias Uddin  
Mother's Name : Mst. Ismat Ara  
Date of Birth : 01/11/1992  
Gender : Male  
Blood Group : O (+ve)  
Marital Status : Single  
Religion : Islam  
Permanente Address : Village-Thanapara(west), PO-Banwarinagar,  
PS-Faridpur, District-Pabna  
Home Contacts : Mobile +8801716964442 (Father's phone number)

## Reference:

### No. 1

Name : MD. ZAHIDUL ISLAM  
Organization : Bashnudhara Group  
Designation : AGM  
Phone : +8801730323212  
Email : zahid0208@gmail.com

### No. 2

Name : Himangshu Shakhar Pandit  
Organization : Excel Telecom (Pvt.) Limited  
Designation : Manager  
Phone : +88 01713229889  
Email : himangshu.log@etcl-bd.com

## Declaration:

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

