

Istiaq Ahmed

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Career Objective:

To secure the job in the Marketing sector in your organization which could help me learn new skills and deliver my potential of Marketing analysis and strategic implementation of the new approach towards the development of the company.

Educational Qualification:

Exam Title	Major	Institution	Board / Faculty	Passing Year	Result (GPA)
B.B.A.	Marketing	United International University	Faculty of Business Administration	2016 to Current	CGPA 2.80 out of 4
H.S.C.	Commerce	Dhaka Commerce collage	Dhaka	2015	4.66 Out of 5.00
S.S.C.	Commerce	St. Gregory High school and collage	Dhaka	2013	4.36 Out of 5.00

Internship:

Company: CodersTrust Bangladesh

Position: "Intern, Business Development", (Duration: Three months)

Responsibility:

- Correspondence and negotiation with prospective clients for course selling.
- Monitoring, Guiding, developing & maintaining sales process to achieve target.
- Set meeting with potential clients, follow-up the clients & confirm admission.
- Arrange online seminars and workshops in CT campuses and universities as well.

Extra-Curricular Activities and Experience:

- Have working experience at a commercial based Advertising production company called “Film Factory” as an “Assistant Director” for one and half year.
- Participated in a basic excel session of “The Excelist 2018 powered by Hero” organized by UIU Finance Forum”
- Worked for UIU Business Club as an Organizer.
- Worked for UIU Marketing forum as an Event Management executive for a year.

Computer Literacy:

- MS-Office: Excellent knowledge about Excel/MS word/MS Power Point.
- Zoho CRM: Have an experience to maintain online Customer Relationship Management (CRM) software for managing sales, marketing & support in a single system.

Language Competency:

- **Bangla:** Mother Tongue
- **English:** Strong written and oral communication ability in English.

Personal Qualification:

- Strong Analytical skills.
- Believer of team work, with confidence of handling the task alone as well.
- Efficient time-management skills.
- Ability to conduct workshops and seminars.
- Hard-working, dedicated and sincere towards profession.

References:

Hasan AL-Mamun

Assistant Professor
Department of B.B.A. (Marketing)
United International University

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Signature

