

## MD. SHIHAB TAJRIAR

Address: 226, Strand Road BanglaBazar (Munshi Bari), Shadarghat, Chattogram  
Primary Mobile No: 01830779598  
Secondary Mobile No :01812857821  
Emergency Contact No : 01830779598  
Primary Email : mdshihabtajriar15@gmail.com  
Alternate Email : mdshihabtajriar@gmail.com



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### **Career Objective:**

To work in the creative department of different local or multinational organization of Bangladesh and grow rapidly with increasing responsibilities.

### **Career Summary:**

An articulate and quick thinking young person who has a natural flare for being able to communicate and build relationships with potential clients. Shihab is creative, innovative and willing to contribute ideas and professional opinion to any project. He is more than able to aid senior marketing executives with their promotional efforts, advertising campaigns and public relations initiatives. He is presently looking for a suitable position with an exciting & ambitious company.

### **Special Qualification:**

- 1.Communication, Network and Negotiation
- 2.Leadership Skills
- 3.Business Communication Skills
- 4.Critical Thinking
- 5.Project Management
- 6.Social Media
- 7.Analytical Skills

### **Experience History:**

**Total Year of Experience : 5.8 yrs**

#### **1. Co-Owner and Manager( 1.8 yrs )**

(March, 2020 - December, 2021)

##### **Unico**

Online Business

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

- 1.Managing the Facebook page`s operations.
- 2.Managing regular buying and selling of goods.
- 3.Managing the marketing work of the product.
- 4.Fixing the business strategy.
- 5.Occasionally managing the sales activities and marketing activities in the field.
- 6.Listening to and resolving customer complaints

#### **2. Co-Owner and CEO( 3.9 yrs )**

(January, 2015 - December, 2018)

##### **Ambition Coaching Center**

Chittagong

### **Duties/Responsibilities**

My role is to lead and manage the planning, delivery, evaluation and improvement of the education of all students in a community through the strategic deployment of resources provided by the Department and the school community. A key component of my role is to increase the knowledge base of teachers within their school about student learning and quality teacher practice. Besides, Setting up the strategic plan for achieving the organizations goal and maintaining all the daily activities of the coaching center.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Achievement
Master of Business Administration (MBA)	Marketing	University of Chittagong	Enrolled	2019	-
Bachelor of Business Administration (BBA)	Marketing	University of Chittagong	CGPA:3.01 out of 4	2018	-
HSC	Business Studies	Govt College of Commerce, Chittagong	CGPA:5 out of 5	2013	Board Scholarship
SSC	Business Studies	Khawja Ajmeri High School	CGPA:5 out of 5	2011	Board Scholarship

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Digital Marketing & SEO	SEO and Social Media Marketing Details with Seo	Sheikh Kamal It Training & Incubation Center Project Chattogram	Bangladesh	Chattogram	2021	6 month
Aptis Test Certificate for English	English Reading, Writing, Grammer,Vocabulary and class Speaking general.	British Council	Bangladesh	Chattogram	2021	2 month
Basic Computer and office management	Advance Exel , Ms word, Ms Powerpoint and Ms Access	Basic Computer Institute	Bangladesh	Chattogram	2020	3 month
Supply Chain Management	Inbound and Outbound Logistics	Bangladesh Institute of management, Chittgong	Bangladesh	Chattogram	2020	6
Microsoft Office	Ms Word, Ms Exel, Ms Access, Ms Power Point, Internet	Juva Unnayan Shongtha	Bangladesh	Chattogram	2011	3 month

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• LinkedIn marketing</li><li>• YouTube Marketing</li><li>• Facebook marketing</li><li>• Email Marketing</li><li>• Instagram</li><li>• SEO and Digital Marketing</li></ul>

- Graphics Design

### **Extra Curricular Activities:**

1. Captain of the area's cricket club.
2. Winter clothes are distributed among the poor during every winter.
3. Take the initiative of a picnic in the area and perform all the work with everyone.
4. During the corona period, collecting money from the people for helping the lower-middle class people.
5. Organizing cricket tournament as a member of local social organization from the side of it.
6. Operating many social related program and delivering speech.
7. Performing cultural activities in the program.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium
Hindi	Low	Low	High

### **Personal Details :**

Father's Name : Md. Salim Uddin  
 Mother's Name : Shamima Akter  
 Date of Birth : December 15, 1995  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 National Id No. : 19951592828000090  
 Religion : Islam  
 Permanent Address : 226, Strand Road Banglabazar (Munshi Bari), Sadarghat, Chattogram  
 Current Location : Chattogram  
 Blood Group : B+

### **Reference (s):**

#### **Reference: 01**

Name : Md. Imran Khan  
 Organization : BSRM  
 Designation : Advocate  
 Address : Shadarghat KaliBari, Chattogram.  
 Mobile : 01752121242  
 Relation : Relative

#### **Reference: 02**

Md. Mahtab Hossain  
 High Court of Bangladesh  
 Officer  
 shonir Akhra, Dhaka.  
 01818237715  
 Relative