

RESUME OF

Md. Shihabun Sakib

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📍 House# 16,Road#05, Adabor, Mohammadpur, Dhaka-1207.

✉ sakib.uoda@gmail.com



Career Objective:

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Skill & Ability:

Key Skills	Computer Skills
<ul style="list-style-type: none">• Excellent Communication skill.• Calm minded.• Self-Motivated.• Ability to work as individual as well as in group.• Thrive to learn new skills• Adaptive nature helps to merge in any type of environment.	<ul style="list-style-type: none">• Windows OS• MS Office, Excel, Power point• DBMS, ERP• E-commerce• Social Marketing

Employment History:

- 01. Position:** **Executive – International Procurement Dept.**
Duration: March 4th 2018 – Continue.
Organization: **Pioneer Knitwears (BD) Ltd**
Address: Confidence Center, 7th Floor, Shajadpur, Gulshan 2

Responsibilities:

- Estimating & establishing cost parameters & budgets for purchase.
- Maintain accurate records of purchase & pricing.
- Review & analyze all vendors/suppliers price quotation.
- Negotiate the best deal for pricing with suppliers.
- Maintain good relationships with vendors.
- Closely Monitor of stock goods & quality.
- Ensure the products are high quality with best price.
- And many other administrative task.

- 02. Position:** **Customer Service Executive**
Duration: November 10th2016 – February 28th 2018.
Organization: **The City Bank Ltd.**
Address: 25/A, Alamin Center, Dilkusha, Mothijheel, Dhaka.

Responsibilities:

- Live communication with the customer.
- Handling different type of query and solved the issue.
- Operate lot of module (software) at a time.
- Keep smile and helping attitude.

03.Position: Call Center Executive

Duration: 01 April 14 to 30 June 14

Organization: **UNIVERSE IT Ltd.**

Address: R#06. H#15. Nikunjo-2

Responsibilities:

- Live communication with the customer over phone.
- Tale Sales
- Meet the Monthly Target

Educational Qualification:

Master of Business Administration (MBA) Major in Finance & Accounting University Of Development Alternative (UODA) Dhanmondi, Dhaka. Result: 3.63 out of 4.00	Passing Year-2015
Bachelor of Business Administration (BBA) Major in Finance University Of Development Alternative (UODA) Dhanmondi, Dhaka. Result: 3.37 out of 4.00	Passing Year-2014
Higher Secondary Certificate(HSC) Moheshpur Govt. Degree college, Jhenaidah Board:Jessore Result : GPA :3.60 out of 5.00 (Humanities)	Passing Year- 2010
Secondary School Certificate(SSC) Moheshpur High School, Jhenaidah Board :Jessore Result : GPA : 3.56 out of 5.00 (Science)	Passing Year- 2008

Language			
Languages	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Activities and Interests:

- Research work.
- Traveling and getting acquainted to new locations having historical significance.
- Movies and Music.
- Social work.

PERSONAL INFORMATION	
Name	Md. Shihabun Sakib
Father's Name	Md. Mohorram Ali
Mother's Name	Mst. Kohinur Begum
Date of birth	21-May-1993
Gender	Male
Height	5 ft 6 in
Marital Status	Single
Nationality	Bangladeshi
Religion	Islam
Permanent Address	Vill: Kuripol, Post:Natima, P.S:Moheshpur, Dist: Jhenaidah.
National ID card number	19934417153000192

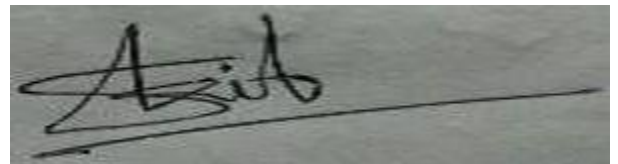
References:

Asraful Haque Khan Pioneer Knitwears (BD) Ltd Sr. Executive Procurement Division. Relation: Professional Mobile:01842949037 Email: proc8@pkbdl.com	Golam Mostafa BRAC Deputy Manager Procurement Division Relation: Friend Mobile: 01747995920 Email: mostafa.golam@brac.net
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Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Signature



MD.SHIHABUN SAKIB