



## Md. Monjur Morshed

### Contact:

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### SKILLS

- MS Office
- Work within tight deadlines
- Comprehensive communications
- Complex Problem Solving

### HOBBIES

Music  
Sports  
Traveling

### REFERENCES

- ✓ **Md. Mosharraf Hossain**  
from Customs, Excise &  
VAT Commissionerate,  
Jashore  
01712996369
- ✓ **Md. Anwarul Kabir** from  
Supreme Court of  
Bangladesh  
01711584120

### CAREER OBJECTIVE

An energetic & ambitious person who has developed a mature and responsible approach to any task or situation that is to undertake. The two years' experience in Admin Department along with MBA has enriched to achieve objectives on time with excellence. Intuitive Marketing Executive adept at increasing revenue and profits through diligent research and efficient resource allocation. Specialize in identifying client needs and offering practical short-term and long-term solutions.

### EDUCATION

#### Master of Business Administration (Major- Marketing)

Independent University, Bangladesh CGPA – 2.84 (On a scale 4.00)

#### Bachelor of Business Administration (Major- Marketing)

Northern University Bangladesh CGPA – 2.50 (On a scale 4.0)

### EMPLOYMENT HISTORY

#### Internship at Southeast Bank LTD, Khulna

Oct, 2016 - Jan, 2017

- Cash associated activities.
- Front desk work
- Auditing transactions.

### EXPERIENCES

- Organized filing system for important and confidential company documents.
- Repaired and maintenance of all office equipment.
- Provided administrative support to others as & when required.
- Ensured company's discipline for maintaining office environment.
- Managed office supplies stock and place orders accordingly.
- Prepared and payment of utility bill
- Supervised and monitor of all admin staffs.
- Performed day-to-day general administration that includes daily attendance, leave, and recruitment.
- Any other task assigned by the Management.

### EXTRA CURRICULAR ACTIVITIES

- Arranged, supervised so many cultural programs at school, college and university level.
- Participate and work for different companies marketing event.
- Worked on various literary & linguistic assignments in department at university level.
- Venue and artist management at Concert.