

# Md. Zahidul Islam

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## CAREER OBJECTIVE

To develop an achievement-oriented career with a dynamic organization requiring strategic qualification, managerial ability and interpersonal communication skill to develop relationship for achieving continuous growth.

## CAREER SUMMARY

Want to build up the career through HR/ Marketing base operation as like Manpower Planning, Market Planning, Operation and Management.

## EDUCATION BACKGROUND

Exam Title	Major Subject	Institute	Result	Passing Year	Duration
Masters of Social Science (MSS)	Political Science	Govt. B.M College, Barisal	2 <sup>nd</sup> Class	2013	1 Year
Bachelor of Social Science (BSS)	Political Science	Govt. B.M College, Barisal	2 <sup>nd</sup> Class	2012	4 Years
Higher School Certificate (HSC)	Humanities	Amrita Lal Dey College, Barisal	CGPA: 4.10 Out of 5	2008	N/A
Secondary School Certificate (SSC)	Science	Baragopaldi High School	CGPA: 3.88 Out of 5	2006	N/A

## COMPUTER SKILLS

### ❖ Course Completion:

❖ Year	2011
❖ Operating System	: Windows Xp
❖ Word Processing	: Microsoft Word
❖ Spread sheet analysis	: Microsoft Excel
❖ Internet	: Browsing, Data search

## LANGUAGE PROFICIENTY

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

## EMPLOYMENT HISTORY/ WORK EXPERIENCE

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Designation : **Officer** (01 January 2020 to Till Now) Company  
Name : bKash Limited  
Company Location : 1<sup>st</sup> Floor, Sena Kallayan Commercial Complex, Tongi, Gazipur.  
Department : Sales & Compliance

## DUIES/ RESPONSIBILITIES

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- ❖ Achieving Monthly Transaction Targets.
- ❖ Perform Timely Lifting at the Bank
- ❖ Creating New Customer Registrations.
- ❖ Creating New Agent Points.
- ❖ Creating New Merchant Points.
- ❖ Conducting AML CFT Training for Agents and Officers.
- ❖ Provide Proper Training to New Agents and Merchants Before Starting a Business.
- ❖ To Motivate Businessmen Who Are Not Willing to do Business.
- ❖ Verifying KYC at distributor premises.
- ❖ Executing compliance related direction, resolutions for distribution house and its employees.
- ❖ Minimizing KYC non-compliance issues (Fake, Rejection and Pending status).
- ❖ Making ensure proper STR & SAR reporting & market compliance.
- ❖ Reporting Non-Compliance Activities to Area Compliance Manager.
- ❖ Making Sales report by analyzing data
- ❖ Maintain & Control the total distribution's entire compliance department.
- ❖ After all, establishing a better relationship with the territory accommodation.
- ❖ Employee Performance Evaluation (360)
- ❖ Make the Employees Job Responsibility.
- ❖ Record Employees Daily Working Activity.
- ❖ Performance Management.
- ❖ Help to the Administration Department as for Office.

## EMPLOYMENT HISTORY/ WORK EXPERIENCE

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Designation : **Sales Supervisor** (01 February 2016 to 31 December 2019)  
Company Name : bKash Limited  
Company Location : 1<sup>st</sup> Floor, Sena Kallayan Commercial Complex, Tongi, Gazipur.  
Department : Sales & Marketing

## DUIES/ RESPONSIBILITIES

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- ❖ Job Purpose & Description Supervisor to Drive Business of Defined Area & Monitor DSO/DAO Activities.
- ❖ Follow up & Monitor Field Operation.
- ❖ Ensure Smooth Market Service.
- ❖ SMART Plan to Achieve Sales Target.
- ❖ Regular Market Visit.
- ❖ Route Optimization & Introduction of New Route.
- ❖ Collect & Send Required Feedback to Managers. -Assist to Ensure Compliance.
- ❖ Maintain KPI (field related) & Weekly Progress Report.
- ❖ Follow up DSO Visit Plan.
- ❖ Drive New Acquisition by DAO.
- ❖ Ensure on the Job Training of Current & New FF. -Handle Trade complain.
- ❖ Follow up Competition and Monitor Visibility Agent Point
- ❖ Keep Record Business Status & Visibility of Key Agents Route Wise)
- ❖ Handle Dispute of the Market.

## EXTRA CURRICULAR ACTIVITIES

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- ❖ Related with Stage Drama Program at University
- ❖ Different time related with Different Event Management Program.
- ❖ Participation in different types of social work

## PERSONAL QUALITIES

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- ❖ Capable of work under pressure
- ❖ Hard working
- ❖ Self-Motivated

## PERSONAL DETAILS

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Father's Name : Md. Kamal Hosen  
Mother's Name : Zobayada Khatun  
Marital Status : Married  
Spouse Name : Mst. Kamrun Nahar Meem  
Permanent Address : Vill: Mardona, Post: Baragopaldi, P.S: Dashmina, District: Patuakhali-8630  
Mailing Address : House# 01, Road# 10, Sector# 09, Uttara, Dhaka-1230  
E-mail : [jahidu19islam@gmail.com](mailto:jahidu19islam@gmail.com)  
Sex : Male  
Nationality : Bangladeshi  
National ID Number : 8212049855  
Date of Birth : 18 October 1990  
Religion : Islam  
Blood Group : AB+

## REFERENCE

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**Md. Nuruzzaman**

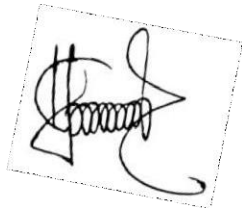
Area Manager  
bKash Limited.  
VIP Road, Sena Kallyan Bhaban, Dhaka  
Mobile: +8801847-132875

**Md. Mohibullah shawal**

Territory Manager  
Nagod Limited.  
Delta Tower, 7<sup>th</sup> Floor, Banani, Dhaka.  
Mobile: +8801711-905338

## CERTIFICATION

I, undersigned, certify that to the best of my knowledge and belief this resume correctly describes my qualifications and me. Any willful misstatement described herein may lead to my disqualification or dismissal, if employed.



(Md. Zahidul Islam)