

## MD. TUNAZZIN-UL-AREFIN

Address: Bashudhara R/A, House #283 Road #VIP, Block C, Vatara, Dhaka 1229  
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### Career Objective

To utilize and enhance my management and leadership quality for a company which will give me an excellent career experience and ensure mutual benefit.

### Employment History

#### 1. Executive, Sales & Service Center. (October 9, 2016 - Continuing)

##### **Bikroy.com Limited**

Company Location: 5th Floor, Plot 6, Kamal Ataturk Avenue, Banani, Dhaka-1213  
Department: Contact Center

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

1. Selling membership and paid ad over the phone and email.
2. Selling promotional services.
3. Solving customer's queries through Email Support and Social Media.
4. Ad Moderation.

#### 2. Area In Charge (October 1, 2015 - April 1, 2016)

##### **Sanowara Drinks and Beverage Ind. Ltd.**

Company Location: Kwaliti Square 80/B, Malibagh, Chowdhury Para, Dhaka-1219  
Department: Marketing

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

1. Regularly checked certain planned outlet and distribution center and dealt with problems.
2. Improved sales and achieved target.

#### 3. Internship (June 10, 2015 - September 10, 2015)

##### **British American Tobacco Bangladesh**

Company Location: New DOHS Road, Mohakhali, Dhaka-1206.  
Department: Supply Chain Management

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

1. Examined all the material on the application point and compared with the plan.
2. Ensured right material is used for the right production.
3. Suggested improvement/adjustment to the product plan where necessary.

## Academic Qualification

Exam Title	Concentration/Major	Institute	Result	Pass Year
MBA	Marketing	North South University	CGPA:2.9 out of 4	2019
BBA	Finance & Accounting	North South University	CGPA:3.2 out of 4	2015
HSC	Business Studies	Government College of Commerce, Chattogram.	CGPA:4.9 out of 5	2010
SSC	Business Studies	Al-Haj Mostafa Hakim High School, Chattogram.	CGPA:5 out of 5	2008

## Specialization

- Good command at Microsoft Office (Word, Excel, Power Point)
- Excellent typing skill both in English and Bengali
- Experienced at Supply Chain Management, Audit, and Field Sales
- Professional at Customer Support & Telemarketing
- Good at critical analysis and problem solving
- Good presentation and negotiation skill
- Excellent at team work

## Extra-Curricular Activities

- Participated Summer Camp 2013 of Yunnan Open University, China. Achieved Chinese Language and Culture learning certificate from the university.
- Achieved 1st prize in Religious Song competition from Chittagong Residential School and College.

## Language Proficiency

Language	Reading	Writing/Typing	Speaking
Bangla	High	High	High
English	High	High	High

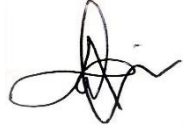
## Personal Details

Father's Name	Shahab Uddin Ahmed
Mother's Name	Late Rasheda Begum
Date of Birth	December 1, 1993
Gender	Male
Marital Status	Unmarried
Nationality	Bangladeshi
National Id No.	19931518666000324
Religion	Islam
Permanent Address	House# 0027, Foujdarhat CDA, Uttar Salimpur, Ward #1, Jafrabad, Sitakunda, Chattogram-4317
Current Location	Bashudhara R/A, House #283 Road #VIP, Block C, Dhaka-1229

## References

	Reference: 01	Reference: 02	Reference: 03
Name	Abdullah Bin Shahid Chowdhury	Mohammad Khairul Alam	Ramisa Maliyat
Organization	Metlife Bangladesh	Bikroy.com Limited	Bangladesh Bank.
Designation	Asst. Manager, Employee Benefits.	Team Leader	Assistant Director
Mobile	+88 01732232507	+88 01777540540	+88 01720487777
E-Mail	abdullah.chowdhury92@gmail.com	khairul.alam@bikroy.com	ramisa.maliyat@bb.org.bd
Relation	Friend	Line Manager	Friend

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.



Applicant's Signature