

# Curriculum Vitae

## Asfaquzzaman Dipto

Address: MerajNagar,D-Block,Kodamtoli,Dhaka

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Mobile: [+8801677630637](tel:+8801677630637)



### Career Objective:

To be potential resource to the organization where I can utilize all of my skills & knowledge to help the organization to grow & further enhance my profile. It would be my never-ending dedication to maintain the Spectrum of integrity & honesty. My motto will be problems are opportunities & never except defeat in life.

### Employment History:

#### **Sourcing Associate (January 2nd, 2020 - Continuing)**

##### **ShopUp**

Company Location: Mohakhali DHOS

Department: Supply

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

- \*Generate seller leads through market analysis and field visits.
- \*Communicate with the potential seller & onboarding them.
- \*Content Collection from the sellers.
- \*Updating seller's stock on regular basis to ensure smooth supply.
- \*Visit Seller regular basis for efferent support.

#### **Management Information System Executive (August 25<sup>th</sup>, 2018 to August 31<sup>st</sup>, 2019)**

##### **Piickme Limited**

Company Location : Apon Heights Plot No. 27/1/B Rd No. 3 (13th/E & 14th/E) Shyamoli  
Dhaka-1207 Department: Operation Rides

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

- \*Data Verifying
- \*Communicate with customer
- \*Given Instant Solution to customer
- \*Given Customer feedback to consult Department
- \*Social Communication

## **Management Information System Executive ( January 1st, 2018 to August 24th, 2018)**

### **Shohoz Limited**

Company Location : Road no-84, House no-04, Gulshan-2.

Department: Operation Rides

### **Duties/Responsibilities:**

- \*Data Verifying
- \*Communicate with customer
- \*Given Instant Solution to customer
- \*Given Customer feedback to consult Department
- \*Digital marketing

### **Achievement:**

- Achieve Employee of the Month during COVID situation.

### **Educational Qualifications:**

#### ***Masters of Business Administration (MBA)***

Stamford University Bangladesh

Status: Continuing (2nd Semester)

Major: Marketing

#### ***Bachelor of Business Administration (BBA)***

University of Development Alternative (UODA)

Result: 3.06 out of 4

Year of Passing: 2016

Major: Marketing

#### ***Higher Secondary Certificate (H.S.C)***

Dania University College

Group: Business Studies

Result: 3.70 out of 5.00

Board: Dhaka

Year of Passing: 2012

#### ***Secondary School Certificate (S.S.C)***

Rais Nagar High School

Group: Business Studies

Result: 3.56 out of 5.00

Board: Dhaka

Year of Passing: 2010

**Computer Knowledge:**

Efficient of using MS-office 2010(Word, Excel, Power-point, Access), Using Internet, Facebook, And Mailing.

**Co-curricular Activities:**

Internship 3 months of Mutual Trust Bank Limited (General Banking, Open A/C Banking, Clearing department section etc.)

**Personal Skills:**

- Self-motivated, Flexible & Innovative
- Goal oriented & Good leadership

**Language:**

- English, Bangla and Hindi.

**Personal Details:**

Name: Asfaquzzaman Dipto

Father's Name: Moniruzzaman

Mother's Name: Farzana Akter

Date of Birth: 15th June, 1995

Gender: Male

Religion: Islam

Marital Status: Unmarried Nationality: Bangladeshi

Permanent Address: MerajNagar, D-Block, Kodamtoli, Dhaka. Present Address:MerajNagar, D-Block, Kodamtoli, Dhaka.

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**Reference's:**

Name	: Touhidur Rahman
Organization	: Flora Limited
Designation	: Assistant Manager
Address	: 108 New Elephant Road (2nd Floor) Dhaka-1205, Bangladesh
Mobile	: +8801731311525
E-Mail	: florael@floralimited.com
Relation	: Family Friend

Javed Mahmud
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Academic

**Acknowledgement:**

I hereby declare that the submitted information is true and authentic. I have not concealed any facts or information.