

Resume of

Nadim Ali Mollah

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Road no- 06, Dhaka-1219



Career objective: I intend to pursue a challenging career with a well establish and progressive organization with pride and dignity, where discipline and high tech environment will ensure fast career development and atmosphere will enable to develop technical qualities.

Employment History:

1. Ishina Motors (March 17, 2019 – Continuing)

Manager

Company Location: Sastapur, Narayanganj Link Road

Job Responsibilities:

Full maintain showroom, Bike Dispatch, Retail, Service Staff Salary, Customer follow-up, Registration full process in each bike and other expenses is maintains myself.

2. United Post Express Bangladesh (July 03, 2017 – December 30, 2018)

Sr. Executive – Marketing

Company Location: Baridhara

Job Responsibilities:

Achieving the sales, Develop new clients, Strong sales closing capacity and after sales support.

3. EK TEX (January 02, 2017 – June 30, 2017)

Executive

Company Location: Motijhil

Job Responsibilities: Target Sales Product

4. Delta Line Optic & Watch (May 2, 2015 – December 31, 2016)

Shop Manager

Company Location: New market, Dhaka

Job Responsibilities:

All the party payment, director salary, staff salary, other expenses is maintains myself.

Academic Qualification:

Bachelor of Business Administration

Eastern University.

Major in Marketing.

Passing year: 2014. CGPA: 2.54 out of 4.

Higher Secondary Certificate

Kobi Nazrul Govt. College, Dhaka

Group: Business Studies.

Passing year: 2009. Result: 2.70

Secondary School Certificate

Willes Little Flower Higher Secondary School

Group: Business Studies.

Passing year: 2006. Result: 3.81

Training:

Course	Course Content	Institution	Duration	Result
Leadership and Management Skills Development	Problem Solving and Decision Making, Planning, Delegation, Internal Communications, Meeting Management Managing Yourself	Eastern University & Mind Mapper Bangladesh	2 days (16 HR)	Complete
Professional Backoffice Service	IT Support, Data manning, Digital marketing, Basic image editing, MS Office	FIFO Tach	3 Months. (November 08, 2018 – January 30, 2019)	Complete
Verbal Communication in English	Making request and seeking permission, Getting to know in small-talks, Different expression, Asking for directions, Telephone Conversation	WSDA (Workplace Skills Development Academy New Zealand)	5 days (20 HR)	A

Project Work:

Working as Executive Director (**Event Organizer**) in Eastern University Earth Care Club & Organized-

✓Tree Plantation Program at Nawabgonj

✓World Environment Day (2012)

✓World Environment Day (2013)

✓World Water Day (2013) in association with YES alumnae & iEARN-BD

Technical Skill:

- ✓MS office programs: MS Word, MS Power Point and MS Excel and SPSS.
- ✓Internet Browsing and e-mailing.
- ✓Adobe Photoshop
- ✓Adobe Illustrator
- ✓Editing audio and video
- ✓Typing Speed – 30 wpm in English and 20 wpm in Bangla

Strengths:

- ✓Ability to put best effort to maintain quality in work.
- ✓Understanding and valuing others emotion.
- ✓Ability to carry out assigned tasks well both with and without group.
- ✓Internet browsing and data collection.

Curiosity:

- ✓Building cooperative relationships.
- ✓Trying hard to be a winner.
- ✓Thinking and spreading the message of love, friendship and fellow feelings.
- ✓Exploring new places and ideas.

Extra-curricular and event participation:

Participated in the seminars and **workshop** on-

- ✓Social Business (Grameen Bank)
- ✓Save The Environment
- ✓World Consumer Day (2012)
- ✓Leadership and Management Skills Development
- ✓Working as Executive Director (Event Organizer) in EU Earth Care Club

Personal Details:

Father's Name : Niamot Ali Mollah
Mother's Name : Ansura Bagum
Date of Birth : April 3, 1991
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 194 099 8246
Religion : Islam
Blood Group : O+ (Positive)

References:

1. Md Mizanur Rahman

Bangladesh Honda Private Limited
Crystal Palace (12th floor), House # 22
Road 140, Gulshan-1,
Dhaka 1212
Mobile: 01729211073
E-mail: mizanur@bdhonda.com

2. Farhana Yeasmin

Mutual Trust Bank Ltd.
Junior Assistant Vice President
Motijhil, Dhaka
Mobile: 01731383867

Signature...



Nadim Ali Mollah