

Resume of ALTAF MAHAMUD

MAILING ADDRESS:

Name	: Altaf Mahamud
House	: C/O: Md Yousuf, House 165, Road No-08, Block B, Chandgaon R/A, Chattogram.
P/S	: Chandgaon
Dist	: Chattogram, Bangladesh.
Cell No	: +88 01812 752144
E-mail	: altafmahamud65@gmail.com
FB	: facebook.com/altaf.mahamud.3



CAREER OBJECTIVE:

Aiming at the Employment where Hard Work, Strong sense of Responsibility, Self-motivation, willingness for public Dealings and Career Building job in an effort to utilize years of experience to fulfill the institution's strategic requirements.

ACADEMIC QUALIFICATION:

Bachelor of Social Science (BSS)	2017
Institution	: Dr Fazlul Hazera University College, Chattogram.
University	: National University
Major	: Social Science
Result	: 2.75
Higher Secondary Certificate Examination (HSC)	2011
Board	: Chattogram
Institution	: Nazirhat Degree College, Chattogram.
Group	: Humanities
GPA	: 2.50
Secondary School Certificate Examination (SSC)	2009
Board	: Chattogram
Institution	: Hasnabad Madinatul Arab High School.
Group	: Humanities
GPA	: 3.25

TRAINING SUMMARY:

Training Title	Topics	Institute	Year	Duration
Graphics Design	Adobe Photoshop, Adobe Illustrator, Adobe InDesign	SITC under SEIP	2018	360 Hours
Office Management	MS Office (MS Word, MS Excel, MS Power Point)	Skill Development Training Center,UCDP Council-3, Chattogram	2014	6 Months
Spoken English	Speaking English in Workspace and daily life	FM Method, Chawkbazar, Chattogram	2011	3 Months

EMPLOYMENT HISTORY:

1) at National House Hold Database

Designation	Institution/Company	Duration
Data Collector	National House Hold Database (Bangladesh Bureau of Statistics)	2 Months
Duties & Activities		
<ul style="list-style-type: none">• Travels to field sites to collect and record data as appropriate to the objectives of the study.• As appropriate to the specified position, verifies data in accordance with specified research protocol and enters data into a computer database and/or spreadsheet application for subsequent analysis.• Conducts and records face-to-face and/or telephone interviews with subjects.• Reviews and edits data to ensure completeness and accuracy of information; follows up with subjects to resolve problems or clarify data collected.• Performs miscellaneous job-related duties as assigned.		

2) at Ambee Pharmaceuticals Ltd.

Designation	Institution/Company	Duration
Sales Representative	Ambee Pharmaceuticals Ltd.	6 Months
Duties & Activities		
<ul style="list-style-type: none">• Selling a company's products, medicines, prescription drugs and medical equipment to a variety of customers.• Contacting medical bodies such as hospitals, medical schools, clinics and care facilities in an effort to supply them with drugs, equipment or medical facilities.• Achieving monthly sales goals.• Establishing effective relationships with a broad range of contacts.• Performing regular competitor activity and competitors' products and market surveys.• Supplying the sales team and senior management with performance data.• Taking sales orders from customers.• Maintaining detailed records of all contacts and meetings.		

SUMMARY OF QUALIFICATION:

- Strong communication, Inter-personal, Intuitive, and Leadership skill.
- Adaptable and efficient in work situation with change responsibilities.
- Quick Learner with ability to rapidly assimilate job requirements and show great results.
- Energetic and self-motivated team player/builder.

COMPUTER LITARECY

Microsoft Office (MS Word, MS Excel, MS PowerPoint), Graphics Design, E-mailing, Internet Browsing and Researching knowledge.

LANGUAGE PROFICIENCY:

Language: Bengali, English.

OTHER SKILLS:

Good organizer, good communicator and social worker.

HOBBIES:

Travelling, Outing, Gaming, Reading Book.

PERSONAL DETAIL:

Name	:	Altaf Mahamud
Father's Name	:	Md Yousuf
Mother's Name	:	Sahena Akter
Present Address	:	C/O: Md Yousuf, House 165, Road No-08, Block B, Chandgaon R/A, Chattogram.
Permanent Address	:	Yousuf's House, Vill: Hasnabad, P.O: Narayanhat, P.S: Bhujpur, Fatickchari, Chattogram.
Date of Birth	:	22 July 1993
Gender	:	Male
Marital Status	:	Unmarried
Religion	:	Islam
Nationality	:	Bangladeshi by Birth
NID No	:	868 165 3542
Blood Group	:	B (+)

REFERENCE:

Prof. Shamima Akter Dept. of BSS Dr. Fazlul Hazera Degree College. South Kattali, P.O: Custom's Academy, Pahartali, Chattogram. Cell No: 01517386085	Dr Salim Uddin (BDS, PGT) Oral & Dental Surgeon BCS(Health) Chamber: Oral Dental Care Lab Asia Diagnostics (1 st Floor), Port Connecting Road, Halisohor, Chattogram. Cell No: +8801817754980
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"I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize verify the information provided in this resume."

Signature & Date