

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. 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.

**2. EK TEX (January 02, 2017 – June 30, 2017)**  
**Executive**

Company Location: Motijhil

**Job Responsibilities: Target Sales Product**

**3. 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.

**4. Hridoy Motors (March 17, 2019 – Continuing)**  
**Manager**

Company Location: Malibag Railgate

**Job Responsibilities:**

Full maintain showroom, Bike Dispatch, Retail, Service Staff Salary, Customer follow-up and 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  
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**Signature...**



**Nadim Ali Mollah**