

SHAKIL AHMMED

Address: Kollyanpur, Dhaka
Mobile No : 01744484818
e-mail : shakilabout@gmail.com



Career Objective:

To build up a career where I can put my maximum effort, academic knowledge and experience in a reputed organization where quality, performance, sincerity and activity is recognized and where I will completely prove myself.

Career Summary:

Completed internship in HR & Admin at Pharmasia Limited (Rangs group of Companies) and Worked Station-2 IT firm more than 1 year as Admin. Currently working in Roar Bangla as Advertising Coordinator.

Special Qualification:

Proficient in Microsoft Word, PowerPoint, Access, and Excel.
Exemplary problem-solving skills able to identify problems and implement corrective processes.
Able and willing to assist co-workers, supervisors, and clients in a cooperative manner.

Computer Skill:

Microsoft Office (Word, Excel, Power Point Etc.),
E-Mail Correspondence & Internet Browsing, Video Editing,
Basic computer troubleshooting, Hardware assemble & replacement,
HTML, CSS, WordPress,
IT Technology.

Employment History:

1. Executive (October 1, 2017 - Continuing)

Roar Media (Roar Bangla)

Company Location: Mirpur-11, Dhaka

Department: Marketing & Sales

Duties/Responsibilities:

Customer Support, Market analysis, Sales, Monitoring, Planning and follow-up, Maintenance of Office and Community Involvement.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBA	Business Administration	Northern University Bangladesh	CGPA:3.53 out of 4	2017	4 year`s
HSC	Science	Lalpur Degree College	CGPA:3.3 out of 5	2011	2 year`s
SSC	Science	Bilmaria High School	CGPA:4.44 out of 5	2009	5 year`s

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Human Resources	Pharmasia Limited (Rangs Group of Companies)	Bangladesh	Banglamotor, Dhaka	2017	3 Months
WordPress	Word Press themes development	Creative IT Institute	Bangladesh	Dhaka	2016	3 days

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	Medium
Bengali	High	High	High
Hindi	Low	Low	Medium
Arabic	Medium	Low	Low

Personal Details :

Father's Name : Md. Hasmot Ali
Mother's Name : Mst. Beauty Ara Khatun
Date of Birth : April 27, 1994
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19946914419000217
Religion : Islam
Permanent Address : Bilmaria-6420, Lalpur, Natore, Rajshahi
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Masud Rana	Farhana Rob Shampa
Organization	: Northern University Bangladesh	Northern University Bangladesh
Designation	: Assistant Professor	Senior Lecturer
Address	: Rd No. 4A, Dhanmondi, Dhaka	Rd No. 4A, Dhanmondi, Dhaka
Mobile	: 01916214196	01712973553
Relation	: Academic	Academic

Declaration:

I hereby declare that all the information given above is absolutely true and correct.

(Shakil Ahmmed)