



MD.PARVES RANA

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Gulshan Model Town, Gulshan, Dhaka-1212

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Career Objective:

To achieve a dynamic and challenging job where i can use my technical and interpersonal skill. Creativity and above all my learning experience in order to develop my career as well as to contribute in the welfare of the Organization.

Career Summary:

- *Experience in Customer Driven Environment.
- *Competent With All M/s Application, Editing & tally9(E.R.P) E-mail & Quick Books.
- *Strong Interpersonal And Communication Skills.
- *Hardworking, confident, self motivated, energetic and smart .

Special Qualification:

I have attended a number of seminar, workshops, Bangladesh Children Tv Reporters Association(BCTRA). Founder member of shanto-mariam university of creative technology business club. executive member of (smuct) computer and language club.

Employment History:

Total Year of Experience : 6.1 Year(s)

1. EXECUTIVE (February 20, 2017 – September 18, 2019)

RUNNER AUTOMOBILES LTD.

Company Location : Tejgaon 138/A, Dhaka-1208

Department: CUSTOMER SERVICE

Duties/Responsibilities:

Customer Attend , Customer Dealings, Sales & Marketing, Documentation, ERP Software Posting Reporting, VAT & BRTA Related Work.

2. Sr. Executive (February 2, 2013 - July 16, 2016)

Bengal Overseas Ltd. (Sikkens paint at Akzonobel)

Company Location: 90, Mohakhali, Dhaka-1212.

Department: Accounts Dep.

Duties/Responsibilities:

Monthly Sales Officers Sales Report, (customer service related work are do.) Monthly Dealer Sales and sales forecast report, Monthly Product Sales report and handling the account activities. Stock Register, To ensure deposit of all Sales Proceeds, Prepare yearly dealer target , products planing, maintain all dealer quay, market promotional activities and visit customer and after sale service, action plans to improve short & long term sales and create the search new market. Import related Jobs (L/C open, Documents Realize, Duty payment)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA.	Finance & Banking	University of South Asia	CGPA:3.33 out of 4	2014	1 year
BBA.	Finance & Banking	Shanto Mariam University of Creative Technology	CGPA:3.17 out of 4	2009	4 years
HSC.	Humanities	Govt. bhawal badre alam college	CGPA:2.4 out of 5	2004	2 years
SSC.	Humanities	konabari m a kuddus high school	CGPA:3.13 out of 5	2002	2 years

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
Preferred District	: Dhaka, Gazipur, Manikganj, Rajshahi, Sylhet
Preferred Country	: Canada, Finland, Germany, India, Italy, Japan, Kuwait, New Zealand, Russia, Swaziland
Preferred Organization Types	: Banks, Telecommunication, Event Management, Multinational Companies, Audit Firms /Tax Consultant, Group of Companies

Specialization:**Fields of Specialization**

- cash management
- Foreign Exchange
- Islamic Banking
- Trade Finance
- SME

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Md.Abdul Mannan
Mother's Name : Farida Parvin
Date of Birth : September 14, 1987
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 19873313060891358
Religion : Islam
Permanent Address : Vill- Word No. 10, Vill- Ambag (moddo para), P.O- Nilnagar,
P.S- Konabar, Gazipur City.
Current Location : Dhaka.

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dhalour Hossin Dipu	Md. Mahmudul Mannan Toy
Organization	: Motijheel Ideal School and College	Shanto-Mariam University of Creative Technology
Designation	: Senior Teacher	Lecturer,Co-Ordinator Dept. of BBA & MBA
Address	: Motijheel, Dhaka-1200	H# 1, R# 14, S# 13, Uttara, Dhaka.
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Relation	: Relative	Academic

Signature