

MAHMOOD JAMAN

Address: House No –B/4,
Niaz Khan Building,
Anondipur , North Agrabad,
Chattogram.

Mobile: +8801764844081

E-mail: mahmood133jaman@gmail.com



Profile:

Young & highly motivated goal oriented individual having experiences in marketing sales & management would like to perform in that track.

Career objective:

I wish to diversify my life of activities in a challenging and result oriented profession where performance is measured through achievement and where dignity of work provides job satisfaction.

Employment History:

1. Credit Officer (November 22, 2018-Present)

BRAC

Company Location: Branch Office: Shikalbaha, Anowara, Chattogram

Head Office: BRAC centre 75, Mohakhali, Dhaka-1212.

Department: Microfinance.

Duties/Responsibilities:

1. Execute the implementation of UDP, s interventions at the field level as front line staff.
2. Follow up community organizers to ensure strong community mobilization and collective actions by community groups.
3. Follow up field level implementation in allocated district/city under UDP coverage.
4. Maintain documentation & prepare monthly MIS report & use monitoring data to solve performance issue.

02. Business Development Officer (January 10, 2017- September 30, 2018)

BANGLALINK.

Company Location: Tigers House, Tigers Den, House No-4, SW. Bir Uttam Mir Sawkat Sarak, Gulsan-1, Dhaka 1212

Department: Corporate Sales.

Duties/Responsibilities:

01. Increasing sales of company products.
02. Collecting feedback and market research.
03. Keeping up to date with products and competitors.

03. Customer Care Executive (December 22, 2014- December 31, 2016)

BANGLALINK.

Company Location: Tigers House, Tigers Den, House No-4, SW. Bir Uttam Mir Sawkat Sarak, Gulsan-1, Dhaka 1212

Department: Customer Carline.

Duties/Responsibilities:

01. Answer all the incoming call.
02. Management and resolve customer complaints.
03. Follow up customer call when necessary.

Academic Qualification

Exam Title	Major	Institute Name	Result	Pass year
M.B.A	Marketing	Southern University Bangladesh	3.16	2018
B.B.A	Finance	Southern University Bangladesh	2.60	2014
H.S.C	Business Studies	B N School & College, Chittagong	2.90	2007
S.S.C	Business Studies	B N School & College, Chittagong	4.25	2005

Computer Skill:

1. Operational software: Windows XP
2. Application software: Microsoft word, Microsoft Excel, Internet Browsing.

Language Skill:

Bengali : Native

English : Reading, Writing, Listening, Speaking.

Personal Attributes:

1. Capable of working in a team environment and also independently.
2. Sincere, Committed, Responsible, Time oriented. Cleanliness, Good taste.

Areas of Interest:

1. Reading books of different sorts.
2. Traveling, Bike riding and site seeing.
3. Keeping myself update as to what's happening around me.

Personal Details:

Father's Name : Abdullah Harun

Mother's Name : Nurjahan Begum

Permanent Address : Vill & P.O- Mirpur,
P.S- Chandragonj, Dist: Laxmipur

Date Birth : September 02, 1990

Nationality : Bangladeshi by Birth

Religion : Islam

Marital Status : Married

Gender : Male

NID No : 19901592039002947

Reference:

Tahrim Zafar	Mezbah Uddin
Zonal Sales Manager ACI Motors Yamaha Contact: 017111-83047	City Manager Dell Bangladesh Contact: 01816-336745

I hereby declare that all the information I have given above is true and specific in my knowledge.

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Mahmood Jaman