



## Rabiul Mahtab Raahim

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### Career Objective

To be employed in a challenging organization that appreciates hard work and integrity and entrusts its staff with client-focused responsibilities by exploiting my interpersonal, professional and project management skill and enhance my career.

### Academic Qualification

Exam Title	Concentration/ Major	Institute	Result/GPA/CGPA	Passing Year
MBA	Marketing	Jagannath University, Dhaka	Unpublished	2020
BBA	Marketing	Jagannath University, Dhaka	3.18 out of 4.00	2019
HSC	Business Studies	Puran Bazar University College, Chandpur	4.70 out of 5.00	2013
SSC	Business Studies	Hasan Ali Government High School, Chandpur	5.00 out of 5.00	2011

### Employment History

#### 1. Executive, Digital Marketing (1<sup>st</sup> September, 2019- 7<sup>th</sup> November, 2019)

##### City FM 96.0

Company Location: HS#52/1, Hasan Holdings, RD# New Eskaton, Dhaka-1213

##### Duties & Responsibilities:

<ul style="list-style-type: none"><li>• Video Editing</li><li>• Graphics Designing</li><li>• Team Work</li><li>• Producing New Content</li></ul>	<ul style="list-style-type: none"><li>• Social Media Maintenance</li><li>• Cinematography</li><li>• News Editing</li><li>• Direction</li></ul>
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#### 2. Internship (January 6, 2019 – 31st May, 2019)

##### Bata Shoe Company BD Ltd.

Company Location: Corporate Office, Tongi, Gazipur.

Department: Store Improvement System, Retail Department

##### Duties/Responsibilities:

<ul style="list-style-type: none"><li>- Store Maintenance.</li><li>- Communications with District Managers and Store Managers.</li><li>- Conduct Renovation of Existing Stores and Office as per Requirement.</li><li>- Ensure Fulfillment of Regional Guideline in Layout And Renovation Services.</li></ul>	<ul style="list-style-type: none"><li>- Data Collects and Entry.</li><li>- Bills Receives and Submission.</li><li>- Collects Store Information from Stores &amp; District Managers.</li><li>- Dealing with the Vendors/Suppliers.</li><li>- Ensure Improved Fitting and Fixture Management.</li><li>- Ensure Safety Compliance of Retail Stores.</li></ul>
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### 3. Marketing Executive, Video Editor, Graphics Designer (January 15, 2017 - June 30, 2018)

#### Bumble Bee Productions

Company Location: 3A, House - 252, Road - 18, Mohakhali DOHS Dhaka, Bangladesh 1206

Department: Marketing

#### Duties/Responsibilities:

<ul style="list-style-type: none"><li>- Social Media Promotion.</li><li>- Making Power Point Presentations.</li><li>- Content Write Up.</li><li>- Graphics Designing.</li><li>- Video Editing.</li><li>- Collecting Data &amp; Entry.</li></ul>	<ul style="list-style-type: none"><li>- Facebook Page Maintenance.</li><li>- Digital Marketing.</li><li>- Negotiation &amp; Communication with Client.</li><li>- Acting as Team Coordinator.</li><li>- Production Manager.</li><li>- Event Coordinator.</li></ul>
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### Extra-Curricular Activities

- ✓ Opening Ceremony Coordinator at Joy Bangla Concert 2018.
- ✓ Coordinator of Foreign Delegates at 14th International Short & Independent Film Festival Dhaka, 2016 and Dhaka Doclab, 2017 organized by Bangladesh Short Film Forum.
- ✓ Cultural Program Coordinator at BBA Completion Ceremony 2018, Department of Marketing, JNU.
- ✓ Organizer of Seminar on "Art of Branding, Make a Brand Be a Brand" (Key Note Speaker: Solaiman Sukhon, Head of Marketing, Aamra Networks Ltd.)
- ✓ Organizer of Seminar on Brand Vs Brand, War of Brand. (Key Note Speaker: Rathin Sarker, Assistant Training Manager at OPPO)
- ✓ Organizer of Seminar on Career Maze: Choosing the Right Path. (Key Note Speaker: G. Sumdany Don, Chief Inspirational Officer at Don Sumdany facilitations)

### Skills & Abilities

<i>Personal Skills</i>		<i>Computer Skills</i>	
<ul style="list-style-type: none"><li>• Building &amp; Managing Team</li><li>• High Organizing Skills</li><li>• Budgeting &amp; Event Planning</li><li>• Logistics &amp; Fundraising</li></ul>		<ul style="list-style-type: none"><li>• MS word, MS PowerPoint, MS Excel.</li><li>• Adobe Photoshop cc 2019, Adobe Premier Pro cc 2019, Adobe After Effects 2019</li><li>• Advance Knowledge about Hardware &amp; Software.</li><li>• E-Mail &amp; Internet Browsing.</li><li>• Typing Speed: 30-35 Word p/m</li></ul>	
<i>Communication Skills</i>			
<i>Language</i>	<i>Reading</i>	<i>Writing</i>	<i>Speaking</i>
Bangla	High	High	High
English	High	High	High

## About Me

### Personal Information:

Fathers Name : MD. Selim Hossain  
Mothers Name : Yesmin Akter Parvin  
Permanent Address : Nazir Para, Chandpur Sadar, Chandpur  
Gender : Male  
Blood Group : O+  
Date of Birth : 29.09.1995  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Unmarried

### Interests & Hobbies

- Singing
- Soccer
- Traveling
- Cooking
- Film Making
- Choreography
- Cinematography
- Video Editing
- Graphics Designing

## References

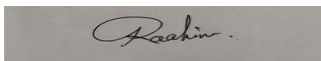
### **Shekh Sadek**

Manager, Store Improvement System  
Retail Department  
Bata Shoe Company BD Limited  
E-mail: shekh.sadek@bata.com  
Telephone: +880 1711-407895  
Relation: Professional

### **Md. Al-Amin**

Assistant Professor  
Department of Marketing  
Jagannath University, Dhaka.  
E-mail: alaminmkt62jnu@gmail.com  
Telephone: +8801686761725  
Relation: Academic

**Rabiul Mahtab Raahim**



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