

CURRICULUM VITAE

K.M. SAYFUDDIN

MBA (Marketing)

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MAILING ADDRESS

House: 7/5, Mirpur Housing Staff Quarters, Section: 14, Dhaka 1216

Mobile No # 01318-788760, 01816-170092

CAREER OBJECTIVE

To build a long term career in any public agencies, non-government organizations and private companies with opportunities for career growth and to develop my professional competencies in a lively workplace.

ACADEMIC QUALIFICATION

❖ Masters of Business Administration (MBA)

Major : Marketing
Enrolment session : 2014-2015
CGPA : 3.00 (Out of 4.00)
Passing Year : 2015(result published in March 2019)
Institution : Government Titumir College, University of Dhaka

❖ Bachelor of Business Administration (BBA) with honors

Major : Marketing
Enrolment session : 2010-2011
CGPA : 3.06 (Out of 4.00)
Passing Year : 2014(result published in Oct 2016)
Institution : M A Hashem College, National University

❖ Higher Secondary Certificate (HSC)

Board : Chattogram
Institution : Al-Haj Mostafa-Hakim Degree College
Group : Business Studies
G.P.A : 2.30 (Out of 5.00)
Passing Year : 2010

❖ Secondary School Certificate (SSC)

Board : Cumilla
Institution : Char shahavikari High School
Group : Business Studies
G.P.A : 3.88 (Out of 5.00)
Passing Year : 2008

ICT QUALIFICATION

Operating System : Windows (XP/ Windows 7,8,10)
Microsoft office package : MS Word, MS Excel, MS PowerPoint, MS Access
Organized : University of Dhaka & Ananda Multimedia Centre

EXPERIENCE

Project Coordinator: (Jan 01, 2018 – October 31, 2020)

Company: Spinoff Studio.

Department: Project (Skill Development for Mobile Game & Application Project) (Learning & Earning Development Project) (ICT DIVISION)

Duties/Responsibilities:

- Provide analytical assistance to managers to implement scheduled projects.
- Liaise with different teams to coordinate project activities.
- Working with managers on change order management, project tracking and document control activities.
- Analyze and solve project problems in a timely and accurate manner.

EXTRA CURRICULAR ACTIVITIES

- I can act
- Nature Photography
- Poem Recitation
- Donated Blood 18 Times so far

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Excellent	Good	Good

PERSONAL INFORMATION

Full name : K.M. Sayfuddin
Mother's name : Feroza Begum
Father's name : Md. Jasim Uddin
Date of birth : 20 Oct 1992
Place of birth : Feni
Nationality : Bangladeshi (by birth)
N ID no. : 19923019438000322
Passport no. : BR 0932078
Gender : Male
Marital status : Single
Height : 5 feet 8 inch
Blood group : B+

REFERENCES

ASM Asaduzzaman Spinoff Studio (Founder CEO) H#25, R#7/B, SECTOR-03, UTTRA, DHAKA-1230 E-mail: asad@spinoffstudio.com Cell: 01714-071500 WWW.SPINOFFSTUDIO.COM	Mohammad Sirajul Islam Program Manager BIGD, BRAC University, SK Center, GP JA-4, TB Gate Mohakhali, Dhaka 1212. E-mail: i.sirajul1982@gmail.com Cell: 01711-447131
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