

Sayeed Mahmudul Huq (Saad)

House-28, Road-14/A, Dhanmondi R/A, Dhaka-1209

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❖ **Interested field of work: - HR Department / Administration.**

Work Experience:

- **Muldhara Express Limited:-**

- Served as a Human Resource Executive.
- Daily duty is to supervise ongoing projects and keep up in communication with the clients for day to day work schedules and update work progress.
- Organize & attend several client meeting sessions along with updating any necessary changes to the ongoing projects mentioned by the client(s).
- Work alongside with the creative/digital department to meet and create digital demonstration of the overall proposal of the client.

- **Integrated Marketing Service Limited:-**

- Served as a client service executive.
- Daily duty was to make Microsoft Presentation proposal according to clients' brief and pitch on the mentioned date.
- Attend several client brief sessions along with pitch sessions with the superiors depending on work schedule.

- **Interspeed Marketing Solutions Limited:-**

- Served as a marketing/brand representative supervisor and team leader in promoting new brand segment of BATB (British American Tobacco Bangladesh) (*Contractual*).
- Gained knowledge on how to operate such branding sessions along with the team members.
- Great in maintaining communications and relationships with the higher officials along with the team members and clients.
- Hosted few events co-sponsored by British American Tobacco Bangladesh (BATB)

- **Marketing Representative in Metro Homes Limited:-**

- Served as a marketing representative for the new and upcoming projects and client dealings.
- Provides help and advice to customers using your organization's products or services.
- Maintaining communications with clients through telephone and email.

- **Computer Source Limited:-**

- Worked as a project supervisor on branding and pricing of new products launched in the market on date.
- Supervising and ensuring all clients' complaint and quarried have been dealt on due time.

- **United Commercial Bank Limited:-**

- Served as a new project supervisor on CBS (Centralized Banking System).

- Worked with **Jaago Foundation.**

Skills

- Marketing Strategies & Campaigns
- Corporate Communications
- Creative Team Leadership
- Product Positioning & Branding
- Focus Group & Market Research
- Public & Media Relations
- New Product Launch

Recent Awards

- Competent in debates, fluent speech, smart presentation.
- Completed training on "Certified in Human Resource Management" from 'BIM' (Bangladesh Institute of Management)

Personal Details:

- Father's Name: A.F.M Saadul Huq
- Mother's Name: Mahbuba Khatun
- Present address: House- 62, Road- 9/A, Dhanmondi R/A, Dhaka-1209
- Permanent Address: House- 28, Road- 14/A, Dhanmondi R/A, Dhaka-1209
- Date of Birth: 21ST May, 1992
- Sex: Male
- Religion: Islam
- Blood Group: B positive (B+)
- Nationality: Bangladeshi by birth
- Marital Status: Unmarried

Language:

- English – Well versed in both written and spoken English
- Bengali – Mother Tongue

Technology

MS-Office (Word, PowerPoint), E-mail and Internet Operations.

Education

- **Bachelors of Arts in Business Administration (BBA)**

University of Derby (International), UK.
BAC International (Dhanmondi)
Major: Human Resource Management
Result: 2nd Class (1st Division)
Completion year: 2016

- **Higher National Certificate in Business**

BAC International
Major in Marketing
Board: EDEXCEL
From 2013 to 2015
Grade: Distinction

- **National Certificate in Business**

BAC International
Major in Marketing
Board: EDEXCEL
From 2012 to 2013
Grade: Distinction

Self-Appraisal

- Fluency in English & Bengali languages.
- Very good temperament and like to take challenges.
- Good Communication Skills.
- Ability to cope up with difficult situation.
- Co-operative & innovative.

Interests

- Anchoring, News Reading, Travelling, Hosting campaigns and Brand Promotions.

Reference:

<ul style="list-style-type: none">• S. B. Naseem (pd.D) (Country Director-Bangladesh Office, Winall Hi-Tech Seed Co. Ltd) Cell: +8801819277578 Email: sbnaseem@hotmail.com	<ul style="list-style-type: none">• Engr. Syed Manzur Ilahi Project Director Supply Efficiency Improvement of TGTDC Contact: 02-8189019 , 01939921064 Email: pd.seip@gmail.com	<ul style="list-style-type: none">• Syed Jahangir Managing Director Muldhara Express Limited Contact: 02-55000398 , +8801715812526 Email: syedjahangir1965@gmail.com
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