

TANJID MAHMUD

Address: 458/B Khilgaon Taltola, Dhaka, Dhaka 1219.

Mobile No 1: 01913474271

Mobile No 2: 01708139826

E-mail: tanjidmahmud12@gmail.com, soniatanjid@yahoo.com

**Career Objective:**

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of healthcare.

Employment History:

Total Year of Experience: 3 Years

1. Executive HR & Admin recruiting officer (April 13, 2019- Continuing)**Run Bangladesh**

Location : Kakrail, Dhaka

Department : Sales

Duties/Responsibilities:

1. Directing and coordinating human resources activities such as recruitment, training, career, compensation and benefits, employee relations etc.
2. Maintain personal profile of all staff.
3. Maintain leave records of employees.
4. Maintaining daily attendance and submission of monthly report. .
5. Ensuring ID card, Visiting Card for newly appointed employee. .
6. Placing advertisement for recruitment, Selecting CV and Arranging interview.

2. Sales Executive (April 5, 2018 – March 7, 2019)**Eastern Bank Ltd.**

Company Location: Dhanmondi

Department: Card Division

Duties/Responsibilities:

1. Hunt potential customers and convince them selling cards.
2. Making wide range of public communications during working hour.
3. Organising sales visits demonstrating and presenting products.
4. Establishing new business maintaining accurate records. .
5. Reviewing sales performance. .
6. Aiming to achieve monthly or annual targets.

3. Trainee product marketing officer (July 2, 2017 - March 31, 2018)**The City Bank Limited**

Company Location: Gulshan

Department: Cards Operation

Duties/Responsibilities:

1. Hunt potential customers and convince them selling cards.
2. Making wide range of public communications during working hour.
3. Organising sales visits demonstrating and presenting products.
4. Establishing new business maintaining accurate records. .
5. Reviewing sales performance. .
6. Aiming to achieve monthly or annual targets.

4. Internship (3 Months)**Al-arafa Islami Bank Ltd.**

Location: Rampura, Dhaka.

Department: General Banking.

Duties/Responsibilities: Assist to opening new Account.

5.Call Center Agent (September 25,2010-December 31,2010)

Organization: Service Solution Ltd.

Company Location: Uttora, Dhaka.

Department: Customer Service.

Duties/Responsibilities:

Customer Service over phone.

Academic Qualification

Exam Title	Concentration /Major	Institute	Result	Pas.Year	Achievement
Bachelor of Business Administration	Human Resource Management	Southeast University	CGPA:2.59 out of 4	2016	Bachelor degree
HSC	Commerce	Dhaka Bigyan College	CGPA:3.7 out of 5	2005	A-
SSC	Science	Khilgaongovt.High school	CGPA:3.5 out of 5	2003	A-

Professional Qualification:

Certification	Institute	Location	From	To
PGDHRM	Bangladesh Institute of Management Studies (BIMS)	Shahjadpur, PragatiSharani, Dhaka	January 1, 2018	Completed

Computer Proficiency

Ms Office Program (Ms Word, Ms Excel, Ms Power Point, Ms Excess), Internet and E-mail.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Intern-ship	HRM Policies and its impact on employee commitment.	Al-ArafahIslami Bank Ltd.	Bangladesh	Dhaka	2016	3 months
English Language Proficiency (CELP)	Speaking & Writing Skill	School of Arts & Social Sciences	Bangladesh	Southeast University	2009	03 Months

Specialization:

Fields of Specialization	Description
Driving	Driving License No. DKD169351CL0009

Personal Details:

Father's Name : Nadim Mahamud
Mother's Name : Shamima Khatun
Date of Birth : October 10, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 1463740694
Religion : Islam
Permanent Address : 458/B KhilgaonTaltola.Dhaka.Dhaka 1219.

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Nasir Uddin Ahmed	Towhidul Islam
Organization	: Govt.Peoples Republic of Bangladesh Secretariat	Samsung R&D Institute Bangladesh
Designation	: Deputy Secretary, Ministry of Finance	Technical Lead
Address	: Ministry of Finance, Govt. of the Peoples Republic of Bangladesh Secretariat,Dhaka-1000	Monem Business District, 111, BirUttam C.R. Dutta Road, Dhaka-1205.
Mobile	: 01715091089	01917083603
Relation	: Relative	Relative

Tanjid Mahmud