

Sifat Sarker Sonket

7-NB\1 Bhoirabi building 7th floor ,lakecity concord ,khilkhet, Dhaka

Mobile: 01914327003/01722037059

E-mail: sifatssonket@gmail.com / sifat.sarker@united.com.bd



Career Objectives

I want to build up a good career in a reputed organization with a suitable position having the intention to work hard with honesty, sincerity and to learn, grow and eventually take greater responsibility to achieve company goals and to gain experience & skill for a successful career.

Academic Qualifications

Exam	Institute	Concentration	CGPA	Year
BBA	University of Information Technology & Science	Marketing	3.30	2014
HSC	Rajshahi University School	Business Studies	2.90	2010
SSC	Rajshahi University School	Business Studies	3.44	2006

Personal Skills

- Excellent **Presentation Skill**
- Effective **Communication and Public Relations** skill
- Quick learner and ready to accept new knowledge
- Sound ethical **background, integrity & religious** minded
- Practical **Spoken & IELTS** course completed from "Mentors"
- Diploma in **Network Engineering (A+ Hardware, Server, ICP,IP)** course completed from "NIIT"

Soft Skills

- **Language Proficiency:** Excellent in both English & Bangla
- **Computer Literacy:** MS Office, Internet, Social Networking, Photoshop, Networking ,
- **Interests:** Traveling, Reading books, columns, business case and newspaper, Listening music, social networking

Employment History

1. Sr. Executive (Admin). (03.11.19 to Present)

United Pharma And Heath Care Ltd. (UPHL) United Group.

Company location :United House, United City, Madani avenue sector 4, Satarkul, Natun Bazar Dhaka.

2. Admin Executive (Production). (01.09.16 to 30.10.2019)

Radio Dinraat 93.6 FM (square Group)

Company location : Maasranga Television Head Office 2 Bir Uttam Ziaur Rahman

Road (New Airport Road). Banani Dhaka-1213, Bangladesh

Phone: +88 02 8715877

Duties and responsibilities

- 1. Content production and development**
- 2. Archive/volt building**
- 3. Scheduling**
- 4. Trafficking**
- 5. Accounts /billing**

Trained under Excel Technology (Italy)

- **DJ PRO (On-air module)**
- **DG WARE (scheduling)**
- **RAMCOMM (trafficking)**

3. Executive Producer , SAMP (SATV)

- 1. Planning promotional activities**
- 2. Control events**
- 3. execute event**
- 4. Production design**

4. Executive , account service (01.02.2015-30.06.2015)

Communication network Bangladesh

Company location: House#20(ground floor) , road-3, block-f, Mirpur-2, Dhaka

Duties and responsibilities

1. Planning promotional activities
2. Execute event's all over Bangladesh
3. Control events
4. Maintaining relation with clients
5. Prepare event proposal as per client need's

4. Coordinator (contractual basis)

SPOTLIGHT Events (BCB,World Cup T20 2014 Grand Opening, Samsung mobile activation 2013, Robi iftaar Distribution , Glaxo smith kline (GSK) , Mahindra motors launching Bogra 2013, Banglalink 3G Activation Rajshahi and Bogra and Rangpur 2014,Grameenphone Pohela Boisakh celebration Rajshahi University,

Duties and responsibilities:

1. execute event
2. Production design
3. Stage design
4. Maintaining relation with clients
5. Maintaining product supply chain
6. Human resource provide as per client need
7. Artist management
8. Planning event as per client need

5. Joint Core Team Member (contractual basis)

Carnival Events (Banglalink music fest in Rangpur, Rajshahi, Dhaka, Chittagong & Reunion of WINNING band in 2011 in hotel Sheraton)

Duties and responsibilities

1. Execute event
2. Artist management
3. Production design
4. Stage design
5. Maintaining relation with clients

5. Area manager (Contractual basis)

Intergraded Marketing Service(IMS) (Fair Max Tammims 11 , Rajshahi)

6. Area Manage (Contractual basis)

Market Access Service Providers Ltd. (master mind Banglalink 2013)

Duties and responsibilities:

1. execute event
2. Production design
3. Stage design
4. Maintaining relation with clients

7. Intern (corporate sales)

Runner group of company's

Duties and responsibilities:

1. Market survey
2. Product comparison
3. Strategy planning
4. Seles Division organogram maintain
5. Product pricing
6. Monthly presentation

8. Trainee scheduler at radio Dhol 94.0FM (1 month)

Personal Details

Father's Name	Shabuddin Sarker
Occupation	Deputy Register Council University of Rajshahi
Mother's Name	Shenina Sarker
Occupation	Deputy Register planning and development university of Rajshahi
Permanent Address	Taufiq 335/2 housing state uposohor Rajshahi,
E-mail	sifatssonket@gmail.com
Date of Birth	16 th Jan , 1992
Religion	Islam
Marital Status	Unmarried
Height & Weight	5'9" & 55 kg
National ID	19928194030000126
Blood group	A+

Reference

Mainul Islam System Admin Massranga TV Tell:01755620462	Saydur Rahman Khan Ex Ambassador United kingdom, Ex Vice Chancellor , University of Rajshahi
--	--