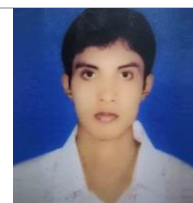


Md. Humayun Kabir (Ripon).



CONTACT

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Mobile:

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+8801617-429073

Email:

h.ripon1989@gmail.com.

CAREER OBJECTIVES

Creates challenging and conducive environment. Able to achieve a very responsive and rewarding career where my qualification and capabilities are further enhanced and developed.

CAREER SUMMARY

I have experience in Data Entry, Marketing, Branding, Operation & Development Sector. Also completed the Professional Customer Service Course under BACCO & have experience this Sector.

WORK EXPERIENCE

Total Year of Experience: 3 years 3 months.

07/2019 – 02/2020

Company: FIFO Tech.

Worked As: Data-Entry Operator (**Night Shift**).

Location: Software Technology Park, Janata Tower, 9th Floor, Kawran Bazar,
Dhaka.

Duties & Responsibilities: Data Analysis & Operate.

01/2019 – 06/2019

Company: PTi System,

Worked As: Business Development Officer.

Location: 57/G (2nd Floor), Kawran Bazar (Opposite of Northern University),
Dhaka.

Duties & Responsibilities: Sales & Promotion.

08/2014 – 02/2015

Company: Okapia-Mobile BD Ltd.

Worked As: Brand Promoter (BP).

Location: Chowrasta, Gazipur, Dhaka.

Duties & Responsibilities: Okapia Mobile Brand Development.

03/2013 – 07/2014

Company: Apollo Computer

Worked As: Marketing Executive.

Location: Konabari, Gazipur

Duties & Responsibilities: Apollo Computer Marketing & Promotion.

EDUCATION

MBA From State University of Bangladesh (SUB).

Major in Human Resource Management (**HRM**).

CGPA-2.58 (out of 4.00), **Passing Year 2015.**

BBA Hon`s From MIST. (National University).

Major in **Marketing**.

CGPA-2.80 (Out of 4.00), **Passing Year 2012.**

HSC From Abdur Rashid Talukder Degree College, Dashmina.
Commerce Group.

CGPA-4.40 (out of 5.00), **Barishal Board, Passing Year 2008.**

SSC From Dashmina High School.

Science Group.

CGPA-3.38 (out of 5.00), Barishal Board, Passing Year 2006.

TRAINING SUMMARY

SEIP Project Course Under BACCO

PCS (Professional Customer Service) From FIFO TECH

(50 Class 200 hours in 2019).

- ❖ Customer Service, BPO Service, Office Management, Basic IT Support.
- ❖ Team Environment, Occupational Health & Safety (OHS).

Communicative English Language Speaking From WSDA (Workplace Skill Development Academy)

(5 Class 20 hours in 2019).

- ❖ Fluency in English.

Computer Course

MS Office Expert Program From Osan Computer (3 Months in 2011).

- ❖ MS Excel, Power-Point, MS Word.

ADDITIONAL SKILLS

Microsoft Office, Excel, PowerPoint (Expert Program), Hardware Tabulation. Graphics Design (Logo, Visiting Card, Banner, Billboard & Others), Web Development & SEO. Internet Browsing & Video Studio (Video Editing).

LANGUAGE PROFICIENCY

Bangla & English

Excellent in both spoken & Written.

PERSONAL DETAILS

Father's Name: Talukder Abdul Barique.

Mother's Name: Saleha Begum

Permanent Address: Vill: Dashmina, P.O.: Dashmina, P.S: Dashmina,
Dist.: Patuakhali.

Date of birth: 06/07/1990

Religion: Islam

Blood Group: O(+)

National ID No: 9140573081

REFERENCES

Name: Professor Md. Shirajul Mollah.

Organization: DUET

Designation: Professor of mathematics'.

Address: DUET, Gazipur-1700.

Mobile No: +8801715-091879

Email: mollah123@yahoo.com

Relation: Academic

Name: Engr. Md. Golam Sarwar.

Organization: Head,CSE,MIST.

Designation: Professor of CSE.

Address: DUET, Gazipur-1700.

Mobile No: +8801911-936214

Email: csesarwar@gmail.com

Relation: Academic