

Md. Delwar Hossain Adnan

609/Ka, South Goran. Dhaka – 1219

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Career Objective:

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation. I am self-motivated and able to work both independently and as collaborative team member. As a team member in a dynamic work environment focused on improving business growth by providing superior value and service.

Employment History:

1. Executive (02 November 2019 – Continuing)

Desh Television Limited

Duties/Responsibilities: As an executive of marketing & sales department my major responsibilities are as below-

- Contact clients to arrange the placement and design of advertisements
- Research client needs and explain the benefits of buying advertising
- Explain pricing costs to potential clients and negotiate a fee if necessary
- Track purchases and keep record of sales, contacts and deals
- Attend industry events, conferences, meeting potential and existing clients
- Work to maximize sales and meet targets

2. Assistant Officer (01st August 2017 – 31st March 2019)

AFC Health Ltd. (A concern of Active Fine Chemicals)

Duties/Responsibilities: As an assistant officer of accounts department my major responsibility is assisting the accounts & finance department with various tasks, like -

- Handle accounts payable and receivable
- Maintain records of business costs, such as labor and material
- Check invoices for inaccuracies
- Reconcile accounts with the general ledger
- Handle general account queries
- Contact clients about invoices that are past due
- Entering financial information into Tally ERP.9

Academic Qualification:

| Exam Title | Concentration/ Major | Institute | Result | Passing Year | Duration |
|---------------------------------|-------------------------|---|--------------------------------|-----------------|----------|
| MBA (Evening) | Marketing | Jagannath University | CGPA: 3.28 out of 4 | 2016 | 2 |
| Masters of Business Studies | Marketing | National University | Second Class, Marks: 58.4% | 2012 | 1 |
| Bachelor of Business Studies | Marketing | National University | Second Class, Marks: 53.42% | 2011 | 4 |
| HSC | Business Studies | Bir Shreshtha Nur Mohammad Rifles Public School & College | CGPA: 4.60 out of 5 | 2007 | 2 |
| SSC | Business Studies | Motijheel Model High School & College | CGPA: 4.31 out of 5 | 2005 | 2 |

Training Summary:

I completed two months' short course on "Strategic Production Planning" at Bangladesh Knitwear Manufacturers & Exporters Association (BKMEA). The course topic related to Production Scheduling, Inventory Management, Forecasting, Capacity Planning, Lead Time Analysis, etc.

Fields of Interest:

As a business graduates from marketing department my field of interest in Brand Marketing. A company's brand represents their market identity—who they are, what they do, what kind of quality they provide, their reputation for trustworthiness and more. I don't have any working experience yet in this field but I will love to pick the opportunity if I find any.

Fields of Specialization:

- Strategic Marketing
- Business Development
- Operations Management
- Microsoft Office
- Internet Services

Extracurricular Activities:

- Member of school arts and performance group.
- Founder member of a culture organization named "Okantok" during the college level.
- Active on different social and other fun events.

Language Proficiency:

Excellent command in spoken and written both in English and Bangla.

Personal Details:

Father's Name : Abbas Uddin Ahmed
Mother's Name : Dilruba Aktar
Date of Birth : September 14, 1989
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Present Address : 609/ka, South Goran (1st floor), Dhaka – 1219
Permanent Address : Vill: Kanda Khanepur, P.O: Khanpur, P.S: Nawabganj, Dist.: Dhaka

Reference:**Reference: 01**

Name : Aminul Islam
Organization : Bangladesh-China Power
Company (Pvt.) Limited
Designation : Assistant Manager
Mobile : 01708458231
Email : mdaminul_isl@yahoo.com
Relation : Relative

Reference: 02

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Academic

Signature:

Md. Delwar Hossain Adnan