

Curriculum Vitae of

Sk. Javed Jihan

9/1, North Dhanmondi,
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Career Objective

Achieving a dynamic and challenging job where I can use my technical and interpersonal skills, creativity and my learning experiences in order to develop my career as well as to contribute in the welfare of the organization.

Personal Strength

- Logically manage clients
- Have knowledge in various field of work
- Enthusiastic for new knowledge
- Workaholic
- Maintain work with patience
- Team Player
- Have worked as volunteer in university on various programs.
- Have organized social events on my own
- Can do photography when needed.

Employment History:

Senior Executive: XO Buddy Limited (February 10, 2019 - Present)

Company Location: Dhanmondi, Dhaka

Department: Sales and Marketing

Duties / Responsibilities:

- Analyse and find viral/problem solving products online and short listing them.
- Manage orders and payments online.
- Finding product basis pictures videos ads for marketing.
- Look for best selling products and search proper vendors for them. As well as keeping eye on every products stock.
- Take necessary steps for restocking / changing vendors (if necessary)
- Maintain communication with customers via mail and try to solve their problems / queries .
- Notify/ ask higher management for suggestions if anything arrives that I am not assigned for.

Internship: Jamuna Fertilizer Company Limited (September 30, 2018 – October 31, 2018)

Company Location: Tarakandi, Sharishabari, Jamalpur

Department: Engineering (Power-plant)

Duties/Responsibilities:

- To take readings from synchronizing panel of the power-plant.
- Gather general knowledge of how a power-plant maintains its operation.
- Learn about Steam turbine Generator & Gas turbine Generator practically.
- Learn about their production procedure from first to last.
- Report Daily to the supervisor about my learning and duties performed.

Executive: Guardian Network (January 1, 2017 - January 10, 2018)

Company Location: Banani, Dhaka

Department: Immigration

Duties/Responsibilities:

- Regular maintain digital marketing.
- Maintain proper communication with clients & various authorities provide them the best possible service
- General assessments of immigration related files & visa application files.
- Regular follow-up client database
- Do graphical illustration as per need
- Regular maintain Payment details of clients
- Look for new migration opportunities on Online
- Others office management work as per need

Senior Executive: Live 360 Events (June 1, 2013 - March 1, 2015)

Company Location: Mohakhali DOHS

Department: Communication & PR

Duties/Responsibilities:

- Organize various events.
- Maintain Communication with clients and various vendors.
- Arrange labor with equipment during events.
- Supervise team during events and monitoring every work.
- Do photography and arrange photo/videography solution when needed.

Assistant Manager : KIN Business Corporation (January 1, 2010 - June 1, 2013)

Company Location: Farmgate, Dhaka

Duties/Responsibilities:

- Monitor inventory.
- Manage voucher of sales and purchase related works.
- Visit markets and vendors when needed.
- Supervise marketing agents and make close look on their work.
- Take care of foreign delegates and make every needed arrangements for them. (when needed)

Educational Background

Bachelor of Science (B.Sc.) in Electrical & Electronic Engineering

Primeasia University Banani, Dhaka

Passing year 2017

CGPA: 3.06 out of 4

Major: Electrical Power (generation, distribution, maintenance)

Higher Secondary Certificate (HSC)

Dhaka Imperial College

Passing year 2010

CGPA: 4.00 out of 5

Group: Science

Secondary School Certificate (SSC)

Junior Laboratory High School

Passing year 2008

CGPA: 4.56 out of 5

Group: Science

Special Skill

- Ability to work independent of supervision, but also functions well with direct supervision in an office environment.
- Ability to work well with people.
- Exceptional organization and time management skills.
- Positive attitude, good judgment and strong work ethic.
- Ability to work under pressure.
- Ability to make sound decisions with minimal guidance.

Computer Skill

- Microsoft Word: Proficiency in word processing.
- Microsoft Excel: Data processing, statistical analysis, and graphical illustration.
- Microsoft PowerPoint: Multimedia presentation.
- Internet: Proficiency in Browsing and Mailing.
- Adobe: Illustrator, Photo-shop, premier pro.

Personal Information:

Father's Name: Sk. Golam Kibria
Mother's Name: Ayesha Siddika
Date of Birth: 29th November 1993
Nationality: Bangladeshi by birth
Religion: Islam (Sunni)
Gender: Male
Marital Status: Married
Home Dist.: Mymensingh

Reference:

Mr. Kh. Shahidul Islam

General Manager
Bangladesh Railway (West Zone)
Cell No: 01711505309

Mr. Kazi Md. Anwarul Hakim

Joint Secretary
Chittagong Hill Tracts Affair
Cell No: 01711789051

I do hereby state that all information I have provided is true.



Signature