

**Curriculum Vitae
Of
Shahin Akter Zaman**



Contact Address:

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Career Objective:

To explore my potentials in a challenging Professional atmosphere as well as, pursue career in a responsible position at a well-structured organization where, I can successfully apply my acquired managerial and interpersonal skill to enhance organizational efficiencies.

Works Experience:

Position: Area In-charge (Pabna)

**Organization: Mahindra Motorcycle
(Navana Group)**

Duration: 01-03-2017 Till Now

Job Responsibilities

- Dealer Management & Evaluation.
- Daily report collection and compilation.
- Network expansion.
- Order collection and payment ensuring
- Any task assigned by the Management.

Developing relationship with corporate customer for future business

Position: Area In-charge (Pabna)

**Organization: Niloy Motors Ltd.
(Nitol Niloy Group)**

Duration: 19-Jun-2014 to 31-01-2017

Job Responsibilities

- Dealer Management & Evaluation.
- Daily report collection and compilation.
- Network expansion.
- Order collection and payment ensuring
- Any task assigned by the Management.
- Developing relationship with corporate customer for future business.

Position: Supervisor

Organization: Unilive Bangladesh

Duration: 27 March 2013 to 15-Jun-2014

Job Responsibilities

- Target distribution among SR
- Visit retail shop
- Check sale
- Weekly & monthly report create

Position: Transcriber

Organization: icddr,b

Duration: 01 July, 2012 to 27 March 2013

Job Responsibilities

- Quantitative data collection through questionnaires
- In-depth interview among Lawyers and community people
- Observation among Health worker
- Quantitative Data editing
- Transcribe in-depth interview
- Bangle Compose of Transcribe interviews
- Regular report to Supervisor

Position: Executive

Organization: Org-Quest Research Limited, Kawran Bazar Dhaka,

Duration: 20 May 2009 to 27 March 2012

Job Responsibilities

- Observation among Health worker
- Quantitative Data editing
- Transcribe in-depth interview
- Regular report to Supervisor

Academic Credentials:

Master of philosophy (M.A)

University : National University (Dhaka College)

Subject : Philosophy

Results : Second Class

Duration : 1 Year

Passing Year : 2014

Bachelor of Arch (B.A. Hon's)

University : National University (Dhaka College)

Subject : Philosophy

Results : Second Class

Duration : 4 Years

Passing Year : 2012

Higher Secondary Certificate (H.S.C)

Institute : Bonarpara Degree College

Board : Rajshahi

Result : GPA- 2.00

Group : Science

Passing Year : 2005

Secondary School Certificate (S.S.C)

Institute : Kazi Azhar Ali High School

Board : Rajshahi

Result : GPA- 2.88

Group : Science

Passing Year : 2002

Computer Skills:

Software Application : MS Windows, MS Office (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook). Internet Browsing and E-mail.

Personal Information's:

Name : Md. Shahin Akter Zaman

Father's Name : Md. Afsar Ali

Mother's Name : Momena Begum

Permanent Address : Vill: Chondonpat, P.O: Ullasonatola, P.S: Shaghata, Dist: Gaibandha

Date of Birth : 1st January 1985

Nationality : Bangladeshi (By birth)

Religion : Muslim

Marital Status : Unmarried

Blood Group : B⁺

Reference:

1. Mohammad Bodroddoza
Head of Sales (Hero motorcycle)
Niloy Motors Ltd.
Nitol Niloy Group
Phone: 01919098954
Mail: bdoza123@gmail.com

Md. Shahin Akter Zaman