

# Curriculum Vitae

## Asfaquzzaman Dipto

Address: MerajNagar,D-Block,Kodamtoli,Dhaka

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### **Career Objective:**

To be potential resource to the organization where I can utilize all of my skills & knowledge to help the organization to grow & further enhance my profile. It would be my never-ending dedication to maintain the Spectrum of integrity & honesty. My motto will be problems are opportunities & never except defeat in life.

### **Employment History:**

#### **Management Information System Executive (August 25<sup>th</sup>, 2018 to August 31<sup>st</sup>, 2019)**

##### **Piickme Limited**

Company Location : Apon Heights Plot No. 27/1/B Rd No. 3 (13th/E & 14th/E) Shyamoli Dhaka-1207  
Department: Operation Rides

##### **Duties/Responsibilities:**

- \*Data Verifying
- \*Communicate with customer
- \*Given Instant Solution to customer
- \*Given Customer feedback to consult Department
- \*Social Communication

#### **Management Information System Executive ( January 1<sup>st</sup>, 2018 to August 24<sup>th</sup>, 2018)**

##### **shohoz.com**

Company Location : Road no-84, House no-04, Gulshan-2.  
Department: Operation Rides

##### **Duties/Responsibilities:**

- \*Data Verifying
- \*Communicate with customer
- \*Given Instant Solution to customer
- \*Given Customer feedback to consult Department
- \*Digital marketing

**Marketing Executive ( August 1, 2017 - August 31, 2017)**

**Icche Ghuri Fashion & Lifestyle Magazine**

Company Location : Nurjahan Road, M1, Mohammadpur, Dhaka-1207

Department: Marketing

**Duties/Responsibilities:**

- \* Collect Advertisement form the magazine.
- \* Attaint corporate meeting.
- \* collect information form various category of business & industry.
- \* Maintain client list.
- \* Keep relationship with client & update them continuously.

**Educational Qualifications:**

**Masters of Business Administration (MBA)**

**Institute:** Stamford University Bangladesh

**Status:** Continuing (2nd Semester)

**Major:** Marketing

**Bachelor of Business Administration (BBA)**

**Institute:** University of Development Alternative (UDA)

**Result:** 3.06 out of 4

**Year of Passing:** 2016

**Major:** Marketing

**Higher Secondary Certificate (H.S.C)**

**Institute:** Dania University College

**Group:** Business Studies

**Result:**3.70 out of 5.00

**Board:** Dhaka

**Year of Passing:** 2012

**Secondary School Certificate (S.S.C)**

**Institute:** Rais Nagar High School

**Group:** Business Studies

**Result:**3.56 out of 5.00

**Board:** Dhaka

**Year of Passing:** 2010

**Computer Knowledge:**

Efficient of using MS-office 2010(Word, Excel, Power-point, Access), Using Internet, Facebook, And Mailing.

### **Co-curricular Activities:**

Internship 3 months of Mutual Trust Bank Limited (General Banking, Open A/C Banking, Clearing department section etc.)

### **Personal Skills:**

- Self-motivated, Flexible & Innovative
- Goal oriented & Good leadership

### **Language:**

- English, Bangla and Hindi.

### **Personal Details:**

Name: Asfaquzzaman Dipto

Father's Name: Moniruzzaman

Mother's Name: Farzana Akter

Date of Birth: 15<sup>th</sup> June, 1995

Gender: Male

Religion: Islam

Marital Status: Unmarried

Nationality: Bangladeshi

Permanent Address: MerajNagar, D-Block, Kodamtoli, Dhaka.

Present Address: MerajNagar, D-Block, Kodamtoli, Dhaka.

### **References:**

#### **Javed Mahmud**

Managing Director, Anamika Enterprise Ltd.

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Dhaka-1205, Bangladesh.

#### **Touhidur Rahman**

Assistant Manager, Flora Limited.

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### **Acknowledgement:**

I hereby declare that the submitted information is true and authentic. I have not concealed any facts or information.