

# Md. Didarul Basher

Mailing Address: Dapa Idrakpur, Fatulla-1421, Narayanganj.

Mobile No.: +8801960669109

Home Mobile No.: +8801516139400

E-mail Id.: didarulbashar22@gmail.com



## Education

---

**Masters' of Business Studies (MBS):** National University (Major-Management)

Year of Pass: 2013

Session: 2012-2013

Result: Second Class

Result Published: October 09, 2016

**Bachelor of Business Studies (BBS):** National University (Major-Management)

Year of Pass: 2012

Session: 2008-2012

Result: First Class

Result Published: January 13, 2015

**Higher Secondary Certificate (HSC):** (Commerce)

GPA: 3.60 (Out of Scale 5.00)

Year of Pass: 2008

Board: Dhaka

Result Published: September 10, 2008

**Secondary School Certificate (SSC):** (Commerce)

GPA: 3.44 (Out of Scale 5.00)

Year of Pass: 2006

Board: Dhaka

Result Published: June 22, 2006

## Professional Experience

---

The ACME Laboratories Ltd.

Moulvibazar, Sylhet

Junior Officer - Sales & Distribution Department.

December, 2018 - February, 2020

Duties/Responsibilities:

- Maintained all records of books and promotional items that are taken from inventory.
- Prepared documents, summary and made sure all orders from packaging department without any errors.
- Inspect shipments for damages or defects record discrepancies or damages and notify supervisor.
- Provided medicine all customer service regarding book orders to our centers across the area.
- Provided support for managers, team members with various miscellaneous tasks such as damage, return etc.

## Certifications

---

BASIS Institute Technology & Management (BITM).

Kawran Bazar, Dhaka

Affiliate Marketing

July, 2018 - December, 2018

Technical Proficiencies: SEO, Google My Business, Logo, Blog Banner, Poster etc.

## Volunteer Experience

---

Social Youth Club.

Fatulla, Narayanganj.

Assistant Volunteer Officer

January, 2008- November, 2016

Responsibility/Duties:

- 1) Recruited, coordinated and trained students for social work.
- 2) Planned and promoted many successful environmental events.

## Computer Proficiency

---

Operating System: Windows 7,8,10.

Application Package: MS Word, MS Excel, PowerPoint, MS Access, Internet Browsing & E-mail hosting etc.

## Language Proficiency

---

Have reading, writing & speaking strong command both **English & Bengali** Language.

## References

---

1) Md. Taimuzzaman Nani  
Headmaster.  
Dandiya Mamurdhi Govt. Primary  
School.  
Raniganj, Kapasia, Gazipur.  
Mobile No.: +8801715441727

2) Md. Bappy Rahaman  
Bank Asia.  
Officer.  
Purana Paltan, Dhaka.  
Mobile No.: +8801717438242  
E-mail: imtiaz.bappy@yahoo.com

Sincerely by,



---

Md. Didarul Basher