**Golam Borhan Uddin Ahamed Badhon**

Ka-166/3, Purnima Villa, Kuril

Dhaka, Bangladesh

Cell: +8801642153607

E-mail: [badhonbrhn@gmail.com](mailto:badhonbrhn@gmail.com)

LinkedIn ID: www.linkedin.com/badhon-ahmed-5a0526100

# Career Objective

To work in a challenging environment, achieve skills in the respective field and to build a career with an organization where my merit & sincerity will contribute the best to gain its desirable goals and to be a result oriented personality who likes to pursue corporate success through a team based management approach.

# Educational Qualifications

Title of awarded qualification : **Masters of Business Administration (MBA)**

Year of admission : Fall 2019

Expected passing year : 2021

Type of the course: : Weekend MBA (WMBA)

Institution : **Institute of Business Administration (IBA), JU**

Title of awarded qualification : **Bachelor of Business Administration (BBA)**

Major : Marketing

Result : CGPA 2.78

Institution : **North South University**

Passing Year : April 2019

Title of awarded qualification : **Higher Secondary Certificate (HSC)**

Result : GPA 5.00 (Business Studies)

Institution : **Ispahani Public School and College, Comilla.**

Passing year : 2013

Title of awarded qualification : **Secondary School Certificate (SSC)**

Result : GPA 4.88 (Business Studies)

Institution : **Comilla Zilla School,Comilla**

Passing year : 2011

# Job Experience

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| --- | --- | --- |
| **Position Held & Timeline** | **Organization** | **Responsibilities** |
| **Designation: MIS Officer**, From April 2018 till now | Mir Cement Ltd | * Maintaining liaision between all departments (SCM, Logistics, Accounts etc) and the office of the CMO * Working as the main administrative assistant on behalf of Marketing Department. * Maintaining confidential database, including all administrative and operations data. * Organizing meeting events, scheduling appointments for chief marketing officer. * Monitoring sales team activity * Keeping records of sales data and administrative data * Creation, Proofreading, & approving the sales report, delivery report, sales vs target analysis report, achievement report etc. * Issuing official letters, to employees, dealers and any other stakeholders responsible from the office of Chief Marketing Officer. |

# Related Courses

|  |  |
| --- | --- |
| * Marketing Research | * Brand Management |
| * Promotional Management | * Strategic Marketing |
| * Consumer Behavior | * Marketing Channels |
| * Services Marketing | * Business Communications |

# Language Proficiency

* Bangla, English: **Fluent**
* Hindi: **Intermediate**

# Achievements

* **Awarded Government Scholarship** for excellent performance in Primary School Certificate and Higher Secondary Certificate exam.

# Technological skills

* MS Word
* MS Excel
* MS PowerPoint
* Graphics Software: Adobe illustrator, Adobe photoshop
* Video editing software: Adobe premiere, Adobe After effects, Sony Vegas
* Website SEO, Google Ad
* Audio engineering software: Adobe Audition

# Personal Assessment

* Strong desire & willingness to take new challenge of assigned responsibility.
* Excellent communication & interpersonal sensibility, proactive & self-motivated.
* Energetic, honest, sincere about time and work.
* Able to work under pressure as a team and individual.
* Skilled in leading teams for a target based approach.
* Project Management Skill
* Strong analytical and problem solving skills.
* Sufficient knowledge of all sorts of graphics designs.
* Excellent ability to deliver public speaking & motivation speech
* Skilled in digital marketing, SEO, Content creation & communications

# Co-Curricular Activities

* August 2014- December 2018:

Name of the organization : North South University Sangskritik Sangathan

Position held : Organizer & Singer

# References

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| 1. Ms. Sherina Idrish   Senior Lecturer  Department of Marketing  North South University  Contact: +880-2-55668200-1721  Email: [sherina.idrish@northsouth.edu](mailto:sherina.idrish@northsouth.edu) | 1. Md. Moshiur Rahman   Chief Marketing Officer  Mir Cement Ltd, a concern of Mir Group of Companies.  Contact: +8801755514009  Email: moshiur@mircement.com |