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**Sarowar Ahmed**

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| **Mailing Address** | **Contact** |
| 318,North Shahjahanpur  Dhaka-1217 | +8801914011307  Email: [ps1tomdp@gmail.](mailto:s_azia@yahoo.com)com |

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| **Objective** |

To secure a challenging position to develop my interpersonal skills to their fullest potential and which will afford me the opportunity for responsibility, advancement and growth.

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| **Academic Qualification** |

**Graduate Diploma in Commerce (Masters)**

Melbourne Institute of Technology - Melbourne

Major in Accounting

Passing Year 2013

**Bachelor of Business Administration (BBA)**

American International University -Bangladesh

Major in Marketing

Passing Year 2009

**Higher Secondary Certificate (HSC)**

Rifles Public School & College

Commerce Group

Dhaka Board

Passing Year 2003

**Secondary School Certificate (SSC)**

College Of Development Alternative

Commerce Group

Dhaka Board

Passing Year 2001

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| **Skills** |

1. Good Interpersonal Skill
2. Good Customer Convincing Power
3. Fluent in Speaking and Writing in English and Bengali
4. Good Knowledge about Computer.

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| **Skills in Computer** |

1. Skilled in Windows XP, Windows 7, 8, 8.1, 10
2. Microsoft Office: MS Word, MS Excel, MS Power Point
3. Internet Browsing and E-mailing.
4. Setup Windows and Installation of Software.

**WORKING EXPERIANCE (National & International)**

* At Present, I am working with **Pran Group** as Assistant Manager – Secretariat Department from May 01 (2018) – Continuing.
* I have worked with **Pran Group** as Sub Assistant Manager – Public Relation Department From November 05 (2016) – April 30 (2018)
* I have worked with **Angel (Agent of Pubali Bank)** as Officer in Pubali Bank (Shipahibagh Branch) From October 01 (2015) – October 15 (2016).
* I have Worked with **The City Bank Ltd** as a ‘Customer Service Officer – Amex and Visa Card Service’ From April 16 (2015) – September 30 (2015).
* I have Worked for **Vue de Monde – Melbourne** As a Front of House Staff

From January 02 (2012) – September 29 (2014)

* I have done my internship program in **HSBC (Main branch & Lalbagh Branch)**

From July 02 – September 02 (2009)

* I have worked in **South Asian Games**’2010 as a Liaison Officer of Pakistan Team.
* I have worked in **Capisoft Communication Ltd** as a Marketing and Sales Executive

From January 01 – October 31 (2008)

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| **Special Interests** |

1. Playing Cricket and Football
2. Reading Novels
3. Internet Browsing
4. Motorcycle Riding

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| **Personal Summery** |

I am an energetic, enthusiastic person with solution-oriented mind, who learns very quickly and always look forward to work with new and challenging job, for which I can show a very high standard of dedication.

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| **Personal Information** |

Father's Name **:** A.K.M Rafique Uddin (Retired. Joint Director - Bangladesh Bank)

Mother's Name **:** Latifa Newaz (House Wife)

Permanent Address **:** 318, North Shahjahanpur, Dhaka-1217

Date of Birth **:** 11th December, 1986

Nationality **:** Bangladeshi

Religion **:** Islam

NID No **:** 3283037681

Marital Status **:** Married

Sex **:** Male

**REFERENCES**

**1.** MD. Jamil Chowdhury **2**. A.H.M Anwar Newaz Khan

Manager – Public Relation Additional Managing Director

Pran Group Karnaphuly General Insurance Company Ltd

Dhaka-1212 20, Dilkusha Commercial Area

Bangladesh Dhaka-1000

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