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***Resume of***

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| ***Md.Nurol Kuddus Sohel*** |

34/A, (2nd Floor), Shahid Faruk Road,

West Jatrabari, Dhaka-1204.

Cell no: +88-01713649966

+88-01717816756

E-mail: [*nks.sohel@gmail.com*](mailto:nks.sohel@gmail.com)

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| ***Career Objective*** |

To be an astute learner and the best performer in your organization. I want to build an innovative career and enhance my working capacities, professional skills and business efficiencies. I will serve my organization in best possible way with sheer determination and commitment.

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| **Professional Experience** |

1. **Designation : Executive, Department of Admin**

Organization **: Rangpur Community Medical College**  
Corporate Address **:** Dhap Purbo Medical College Gate, Rangpur

Duration **:** From **1*February 2009*** to **30*March, 2011.***

**Job Description :**

* Supervise daily administrative operation and report Manager.
* Monitor expenses and suggest cost effective alternative.
* Develop and implement effective policies for all operational procedures.
* Prepare work schedules.
* Maintain organized medical and employee records.
* Monitor administrative staff performance.
* Train new employee.
* Ensure prompt ordering and stocking of medical and staff office supplies.
* Answer queries from Doctor, Nurse and Healthcare staff.
* Resolve potential issue with patients.
* Stay Up-to-date with health care regulation.

1. **Designation : Asst Manager, Sales & Marketing.**

Organization **: Jayson Pharmaceuticals’ Ltd**  
Corporate Address **:** Block E, Lalmatia, Dhaka

Duration **:** From 4***April, 2011 to 30November,2016.***

**Job Description :**

* Coordinate with bran manager in developing marketing plan and budget.
* Analyze sales data and determine sales forecast.
* Recommend creative and cost effective promotional activities.
* Conduct marketing campaigns and trade shows to promote brand awareness among consumers.
* Assist in designing and developing marketing collaterals and promotional materials.
* Maintain customer relationship programs and track customer satisfaction.
* Generate sales and marketing reports to managements when needed.
* Stay update with latest marketing trends and competitor activities.

1. **Designation : Senior Executive, Department of Admin.**

Organization **: Asgar Ali Hospital, (Sister concern of CITY Group)**  
Corporate Address **:** 111/1/A, Distilary Road, Gandaria, Dhaka

Duration **:**  *From 15December, 2016 to 09February2020*

**Job Description :**

* Supervise daily administrative operation and report Manager.
* Monitor expenses and suggest cost effective alternative.
* Develop and implement effective policies for all operational procedures.
* Prepare work schedules.
* Maintain organized medical and employee records.
* Monitor administrative staff performance.
* Train new employee.
* Ensure prompt ordering and stocking of medical and staff office supplies.
* Answer queries from Doctor, Nurse and Healthcare staff.
* Resolve potential issue with patients.
* Stay Up-to-date with health care regulation.

1. **Designation : Senior Executive, Department of HR & Admin.**

Organization **: Popular Diagnostic Centre Ltd.**

Corporate Address **:** House no # 16**,** Road no # 02, Dhanmondi, Dhaka-1206.

Duration **:**  From 10 February 2020 to 03 October 2020.

**Job Description :**

* Beneficial work from employee.
* Direct all hiring and training procedures for new employee..
* Administrative or change benefits, health plan etc.
* Coordinate and direct work activities for managers and employees.
* Monitor employee progress and stay abreast on company climate and culture, ensuring in stay positive and productive.
* Promote positive and open work environment where employees feel comfortable speaking up about issue.
* Understands and adhere to all pertinent labor law.
* Filling all employee data manual and software base.
* Monitor employee attendants register book.

1. **Designation : Senior Executive, Department of Admin.**

Organization **: Asgar Ali Hospital, (Sister concern of CITY Group)**  
Corporate Address **:** 111/1/A, Distilary Road, Gandaria, Dhaka

Duration : *From 05October, 2020 to till now.*

**Job Description :**

* Monitor all departments’ activities and report to admin GM.
* Supervise daily administrative operation and report Manager.
* Monitor expenses and suggest cost effective alternative.
* Develop and implement effective policies for all operational procedures.
* Prepare work schedules.
* Maintain organized medical and employee records.
* Monitor administrative staff performance.
* Train new employee.
* Ensure prompt ordering and stocking of medical and staff office supplies.
* Answer queries from Doctor, Nurse and Healthcare staff.
* Resolve potential issue with patients.
* Stay Up-to-date with health care regulation.

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| ***Educational Qualification*** |

***Masters of Business Administration:***

Masters of Business Administration

GPA 3.75 out of GPA 4.00

ABU of Bangladesh.

**Bachelor of Business Studies:**

Bachelor of Business Studies,

2nd Class,

National University, Bangladesh.

***Higher Secondary Certificate:***

Rangpur Govt. College, Rangpur , Rajshahi Education Board,

Bangladesh, Business Studies Group, GPA-1.40

***Secondary School Certificate:***

Chamtahat High School,Lalmonirhat,

Rajshahi Education Board, Bangladesh,

Science Group GPA-3.00

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| ***Personal Data*** |

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| Name | **:** | Md. Nurol Kuddus Sohel |
| Father’s Name | **:** | Md. Abdur Rashid |
| Mother’s Name | **:** | Mrs. Nuron Nahar Begum |
| Present Address | **:** | Road # 12, H # 14, Sector # 14, Uttara,Dhaka. |
| Permanent Address | **:** | Vill**:** Zambari(Modati)  P.O**:** Chamtahat  P.S **:** Kaligong  Dist**:** Lalmonirhat |
| Date of Birth | **:** | 30-11-1986 |
| Marital Status | **:** | Married |
| Sex | **:** | Male |
| Religion | **:** | Islam |
| Nationality | **:** | Bangladeshi (by birth) |
| Blood Group | **:** | O+ |

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| ***Skills*** |

**Communication Skills:**

* Can communicate with any people in a professional manner.
* Fluent in speaking and writing both in Bengali and English.

**Computer Skills:**

* Experienced in Windows XP, Windows 7, Windows 8, Windows 10.
* Office Applications (MS Word, MS PowerPoint, MS Excel).
* Internet browsing, Data searchand Download Information.
* Basic Concept of Hardware.

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| ***Strength*** |

* Strong communication and interpersonal skill.
* Good organizer and have managing skill.
* Hard working habit, self-driven and change oriented.
* Adoption ability with any situation.
* Sharp sense of social responsibility.

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| ***Reference*** |

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|  |  | **Reference: 01** | **Reference: 02** |
| Name | **:** | **Dr Md Zahedul Haqe Basunia** | **Md. Ibna Ala Habib Oliur Rahman** |
| Organization | **:** | **Bangladesh Medical & Dental Council** | Marcantile Bank Ltd. Main Brance, Motijhil, Dhaka. |
| Designation | **:** | Register | First Vice Precedent |
| Mobile | **:** | +88-01819242630 | +88-01730048071 |

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| ***Proclamation*** |

I, the under signed declare that to the best of my belief, this CV correctly describes my qualification, experience and myself. I understand that willful misstatement described herein may lead to my disqualification or dismissal, if employed.

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**Signature : Md.Nurol Kuddus Sohel**