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| |  |  | | --- | --- | | **Saif Uddin Shuvro** |  | | Address: House # 590, Road # 15, Rupnagor, Mirpur, Dhaka-1216. Mobile : 01723-153443 E-mail :  saifuddinshuvro590@gmail.com | |

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| **Career Objective:** |
| Seeking a position of responsibility and leadership commensurate with my experience where I can successfully guide and facilitate people in the respective field to promote service. |

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| **Career Summary:** |
| o Ability to communicate effectively with the working partners  o Have faculty to planning, developing and implementing Public Relation strategies  o Maintaining and updating information on the organization website  o Managing the PR aspect of a potential crisis situation  o Ability to effectively manage advocacy campaign |

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| **Special Qualification:** |
| Microsoft Office  Windows 98, Windows 2000, XP, Windows 7.  Install & configure monitoring software. |

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| **Employment History:** | | |
| **Total Year of Experience :** 3 years 8 month(s) | | |
| 1.  2. | | **Executive Officer ( March, 2019 - December, 2019)**  **Panda Resin**  County Office : Mirpur DOHS, Dhaka.  Department : Sales & Marketing (Chemical & Film Paper)  ***Duties & Responsibilities :***  $ Corporate & Retail Sale.  $ Daily Chemical Shop, Group Of Companies & Hospital Visit Root Plane Wise .  $ Make Report & Submit To My Reporting Boss.  $ Order Collect From Customer & Make sure to Delivery.  **Market Development Officer, MDO ( September, 2017 - May, 2018)** | |
|  | **Coca-Cola Bangladesh, IBPL (International Beverage Private Ltd.)** | |
| 3. | | Country Office : Crystal Palace, Gulshan-1, Dhaka.  Department : Sales & Marketing ( Beverage)  ***Duties & Responsibilities:***  $ Tea Stall, Mid Level Store, Super Shop Root Wise Visit.  $ Use Device To Take Order From Customer.  $ Cooler Execution.  $ Stock Count.  $ Ensure The Delivery.  **Sr. Executive ( August, 2015 - March, 2016)** | |
|  | **Transcom Digital** Company Location : Dhaka (Mohakhali)  Department: Sales & Marketing (Home Appliance)  ***Duties/Responsibilities:***  $ corporate Customer with communication, monitoring & instant Support. $ Other responsibilities as per management requirement. $ Daley All sales report mail &Hard copy send. | |
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| 4. | | **Leadership for event management (August, 2013 - April, 2015)** | |
|  | **Samsung Mobile, Samsung Smart Camera, IPDC Finance, Sting Energy Drink, bkash, Banglalink, Airtel, Marlboro, LIFEBOUY HANDWASH, PEPSI Special Offer, PRAN** RFL, Nestle Bangladesh etc. Company Location : Dhaka  Department: Brand Promote  ***Duties/Responsibilities:***  $ Communicate effectively with the costumer. $ Arrange meetings with the clients and company officials in both public and private sectors. | |

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| **Academic Qualification:** |
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| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Top Level Job | | Available For | : | Full Time | | Preferred Job Category | : | Marketing/General Management/Admin/ Service Providor . | | In Bangladesh Preferred District | : | Dhaka, Gazipur, Jessore, Khulna, Kushtia, Magura, Narail . | | Preferred Country | : | Bangladesh, Japan, Saudi, Malaysia, Oman, Qatar, Canada, Kuwait . | | Preferred Organization Types | : | Banks,Real State Company, Textile, Group of Companies, Hotel, Restaurent, Garments Accessories . | |

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| **Specialization:** |
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| **Extra Curricular Activities:** | |
| Manage networking device (printer, wifi, scanner, router etc.) Operate and maintain IP base CCTV Camera, DVR, IP Security Control. Answer user inquiries regarding computer software or hardware operation and solve problems. Photoshop , Illustrator. MS-Office latest version. |

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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Md. Shams Uddin | | Mother's Name | : | Mrs. Saleha Begum | | Date of Birth | : | December 22, 1994 | | Gender | : | Male | | Height  Marital Status | :  : | 5’.7”  Unmarried | | Nationality | : | Bangladeshi | | National Id No. | : | 6892402543 | | Religion | : | Islam (Sunni) | | Permanent Address | : | House # 590, Road # 15, Rupnagor, Mirpur, Dhaka-1216 | | Current Location | : | House # 590, Road # 15, Rupnagor, Mirpur, Dhaka-1216 | |

Saif Uddin Shuvro

---------------------------- Date : 18-02-2021 Saif Uddin Shuvroj