**MD. AJMAL HOSSAIN**

Passport No: BM0409077

Address: Harichail, Ward No.: 03, Paksreerampur,

Kachua, Chandpur, Bangladesh

Cell: +88-01792781534

E-mail: turjoajmal4321@gmail.com

**Career Objective:**

I look forward to joining an organization. To pursue a more challenging job in a dynamic & esteemed organization where I will try my level best to be able to work in any kind of situation with full efforts to utilize my knowledge, skill for professional career development. Sincerity, honesty, discipline are the areas where I never compromise.

**Work Experience:**

Total Year of Experience: 6+ Years.

**Experience 1:**

Company Name: Salauddin Motors

Duration: January 2020 to Continue.

Position: IT Officer.

Section : Executive (ERP)

Responsibilities:

Manage Office Documents

* Maintain ERP Software. Follow up Stock in , stock out, current balance, daily sales, monthly sale, employee attendance, daily needs etc.
* Admin officers sort and file documents, sort and deliver in-office mail and memos, and review documents for errors before they are sent out of the office.

Graphic Designing:

* First class visual communications skills.
* Experience of print and web design experience.
* Able to tailor designs to meet the needs of the customer.
* Exceptional understanding of colors, style of type, illustrations, photography and animation.

Write Reports

* Admin officers write regular reports and give presentations of various types, including creating income and expenditure reports and donation lists.

Greet Customers

* Admin officers greet customers and clients who visit the office in person, and also receive incoming customer phone calls and emails.

Maintain Employee Database

* Admin officers maintain the employee database for the office by identifying staffing gaps and following up on new employees to ensure they are performing their duties well.

**Experience 2:**

Company Name: Watch Shop Bangladesh (www.watchshopbd.com)

Duration: August 2018 to 2020.

Position: Admin and Graphics Designer.

Responsibilities:

Manage Office Documents

* Admin officers sort and file documents, sort and deliver in-office mail and memos, and review documents for errors before they are sent out of the office.

Graphic Designing:

* First class visual communications skills.
* Experience of print and web design experience.
* Able to tailor designs to meet the needs of the customer.
* Exceptional understanding of colors, style of type, illustrations, photography and animation.

Write Reports

* Admin officers write regular reports and give presentations of various types, including creating income and expenditure reports and donation lists.

Greet Customers

* Admin officers greet customers and clients who visit the office in person, and also receive incoming customer phone calls and emails.

Maintain Employee Database

* Admin officers maintain the employee database for the office by identifying staffing gaps and following up on new employees to ensure they are performing their duties well.

**Experience 3:**

Company Name: Meghna Group of Industries (www. meghnagroup.biz)

Duration: May 2017 to July 2018.

Position: Graphics Designer

Responsibilities:

Graphic Designing:

* First class visual communications skills.
* Experience of print and web design experience.
* Able to tailor designs to meet the needs of the customer.
* Exceptional understanding of colors, style of type, illustrations, photography and animation.
* Proficient knowledge of Web, Social Media and Video applications.
* Exceptional conceptual, graphic design and layout skills.
* Good understanding of latest digital marketing trends.

Personal:

* Having a love of good design and typography.
* A great communicator, project manager, planner and team leader.
* Excellent presentation, listening and communication skills.
* Able to quickly learn new skills, technologies and applications.

AREAS OF EXPERTISE

* Designing Graphics-
* Leaflet Design
* Brochure Design
* Business Card Design
* Logo Design
* Data Entry

**Academic Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exam Title | Major | Institute | Result/GPA | Passing year | Duration |
| BBS | Management | Bangladesh Open University | - | On going | 3 Years |
| HSC | Business Studies Major Accounting | Hajiganj Model College, Bangladesh Technical Education Board. | GPA 4.83 out of 5.0 | 2015 | 2 years |
| SSC | Business Studies | Walk-UP High School, Dhaka Education Board, Bangladesh | GPA 4.0 out of 5.0 | 2011 | 10 years |

**Training Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training Title | Topic | Institute | Year | Duration |
| Ministry of Information & Communication Technology | Graphics & Multimedia with MS Word, MS Excel, Power Point | Swanirvar Bangladesh | September 2013 | 5 days |

**Career and Application Information:**

|  |  |
| --- | --- |
| Preferred job category | Admin, Sales, Marketing, ERP Maintain etc. |

**Extra Curriculum:**

Singing, Photography, Traveling etc

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bangla | High | High | High |
| English | High | High | Medium |
| Hindi | Moderate | Moderate | Moderate |

**Personal Information:**

Father’s name: Md. Shorab Hossain

Mother’s name: Jahanara Khatun

Date of birth: 02 May, 1996

Gender: Male

Marital Status: Married

Nationality: Bangladeshi

NID no: 8659675204

Religion: Islam

Permanent Address: Harichail, Ward No.: 03, Paksreerampur,

Kachua, Chandpur, Bangladesh

**References:**

|  |  |
| --- | --- |
|  | **Reference-1** |
| Name | Engr. Md. Sharif Uddin |
| Organization | BASE IT (www.baseit.com.bd) |
| Designation | Managing Director |
| Office address | 827, Shewrapara, Mirpur, Dhaka-1216, Bangladesh. |
| Mobile no | +88-01712800947 |
| E-mail | joybaseit@gmail.com |
| Relation | Professional |

**Certification:**

I the understanding and clarify that, to the best of my knowledge and belief, above information correctly describe me, my qualification and my experience. I understand that any willful mistreatment describe hear may lead to disqualification or dismissal, if employed.

…………………………………………….

**MD. AJMAL HOSSAIN**