**Resume**

**Of**

**Md Abrar Ahmed**

Mailing/Contact Address:

+8801857529988

[ahmedadrar795@gmail.con](mailto:ahmedadrar795@gmail.con)

khawja Road Pakka Dhokan, East Sholashahar,

6No Ward, Chandgaon, Chittagong. (Bangladesh)

***CAREER OBJECTIVE***

Weigh up my recent experiences positioning in communication, training, sales and devise my proficiency in the committed organization. I would like to offer my sincere commitment to enhance the objectives of your organization through my positive approach and I am highly hopeful that I would be able to ensure a quality job, rendering service to your organization.

***Employment Summary: Experience***

1. Organization Name : **Pebbles (Clothing Brand)**

**A concern of T.K. Group of Industries**

Department : Marketing

Position : Officer

Location : K.K. Tower, 1485/A CDA C/A. Sholashahar, Chittagong.

Duration : 9thFebruary, 2017 to 25thDecember, 2020.

Responsibilities : My responsibilities were included developing

Brand image, creating written and graphic content and

Keeping abreast with industry trends and social media.

Generating content for the website and social media,

Updating social media platforms, developing,

Implementing, and managing marketing campaigns that

Promote a company and its products and/or services.

1. Organization Name :**Executive’s Care (IDP Chittagong, BD050)**

Department : Administration

Position : Admin Officer

Location : Institution of Engineers Building (2nd Floor), S.S

Khaled Road, Chittagong.

Duration : 9thFebruary, 2017 to 25thDecember, 2020.

Responsibilities : My responsibilities were include organizing company

records, overseeing department budgets and

maintaining inventory of office supplies. Also

most often include tasks such as scheduling

appointments, answering phones, greeting visitors, and

maintaining organized file systems for the organization.

1. Organization Name :**Cooper's Bakery & Confectionery**

Department : Sales & Cash

Position : Cashier

Location : Dampara, Chittagong.

Duration : 10thSeptember, 2015 to 15th January, 2017.

Responsibilities : My key responsibilities were contacting between with

clients, answering queries, offering advice and

introducing new products, negotiating contracts and

packages, maintaining accurate records

***PERSONAL DETAILS:***

Name : Md Abrar Ahmed

Father’s Name : Absar Uddin

Mother’s Name : Ruzi Akter

Date of Birth : 03.08.1996

Nationality : Bangladeshi (by birth)

Religion : Islam

Marital Status : Unmarried

Sex : Male

Height : 5 feet 10inches

Weight : 63 kg

***(SCHOLASTIC RECORDS)***

**(Master of Arts) MA in English:**

Major : English Language and Teaching.

Institution : Chittagong Independent University, Jamal khan, Chittagong.

Year of Passing : 2021(Autumn)

Cgpa : 3.33 Out of 4.00

**(Bachelor of Arts) BA in English:**

Major : English Language and Literature.

Institution : Chittagong Independent University, Jamal khan, Chittagong.

Year of Passing : 2020 (autumn)

GPA : 2.86 Out of 4.00

**(Higher Secondary Certificate)HSC:**

Institution : Chattogram Biggan College, Chittagong, Bangladesh.

Subject : Science.

Year of Passing : Aug 2017

GPA : 3.33 Out of 5.00

Board : Chittagong.

**(Secondary School Certificate)SSC:**

Institution : Chandgaon NMC Model High School.

Subject : Science.

Year of Passing : 2013

GPA : 4.19 Out of 5.00

Board : Chittagong.

***Specialization:***

| **Fields of Specialization** | **Description** |
| --- | --- |
| * Communication * Presentation * Negotiation | I got a chance to enhance my written and verbal communication skills at my administration job field. I learned what professional speaking abilities are. In my Marketing job, I have learned how to increase brand loyalty thus enhancing the public image of that particular company. At my University life I could have gained excellent presentation and negotiation skills. |

***PROFESSIONAL SKILLS:***

Experience in building business by identifying and selling prospects, maintaining relationship with clients, ability to listen, capable of satisfying clients' needs, empathy, networking ability, confidence, enthusiasm, competency in English, knowledge of MS word, excel, PowerPoint.

* Experienced to work under pressure.
* Keen to learn and develop new skills.
* Able to prepare professional documentation.
* Effective organization skills.
* Possess good analytical ability.
* Effective Presenter.

**Computer Training:**

| Name of Training | Duration | Institutions |
| --- | --- | --- |
| Office Management | 3 Months(JulytoSeptember, 2017) | BKTTC (Bangladesh Korea Technical Center). |

**Language Training:**

| Name of Training | Duration | Institutions |
| --- | --- | --- |
| IELTS | 6 Months(August 17, 2017 to  February 15, 2018.) | Executive’s Care, Engineers Institute,  Chattogram. |

**Language Proficiency:**

| Language | Listening | Reading | Writing | Speaking |
| --- | --- | --- | --- | --- |
| English | Advanced | Advanced | Advanced | Professional |
| Bengali | Advanced | Advanced | Advanced | Fluent |

***Reference***

**Nusrat Sharmin**

Lead Consultant & Trainer

Talent Management Bangladesh Limited

[Ex-Deputy Director HR & CPD BBMH IAHS USTC]

Cell: +880 1710700161

[Email:nusrat.opee@gmail.com](mailto:nusrat.opee@gmail.com)

**Mehrab Mashuk**

Chairman

Executive’s Care Education

Foundation.

+8801817762203

***Declaration:***

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge. I bear the responsibility of any errors or mistakes in the data if it occurs in the future.



*SIGNATURE*