**REAZ AHMED**



Address: Unit# A1-2-7, Cyberia Smart Homes

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**Career Objective:**

I am looking for a full time/contractual job at any suitable position (management trainee, senior executive or equivalent and over) so that I can contribute something for the organization and as well as for the economy of the country by applying my past work experience and present academic qualification

**Career Summary:**

I completed my internship program in The Premier Bank Limited, Dhaka, Bangladesh on 2008 and gained experience especially in general banking, credit and foreign exchange. I Worked as **Sourcing Manager** for near about 04 (four) years at JIT Group, Bangladesh (A 100% export oriented Readymade Garment/Textile Group) and gained experience especially in HR related functions those include staffing, compensation and benefits, compliance and administration. Beside these I also gained experience communicating nationally and internationally with many different foreign based companies and managing logistical support of the corporate office and factory

**Key KSAOs (Knowledge, Skills, Abilities and Other Attributes)**

* Very fast (50-60 meaningful words/minute) English typing speed with nearly no mistakes
* Good knowledge about MS Office, internet browsing, software and Windows installation
* Strong Interpersonal Communication Skill
* Leadership Skill
* Strong Management Skill
* Team Player
* Research and Development through Data Analysis using Statistical Package for the Social Sciences (SPSS) software

**Employment History:**

1. Job Title : Manager - Sourcing

**Job Category : Full Time**

**Reason of Leaving : Higher Study from Abroad**

Company Name : **JIT GROUP (a 100% export oriented Readymade**

**Garment Group)**

Department : Apparel Concept Ltd. (ACL)

**Location :** Syed Grand Centre (9th Floor), Uttara -1230, Dhaka,

Bangladesh

**Industry : Manufacturing**

**Year of Experience :** From 01.08.2009 to 31.08.2012 (3 Years 1 Month)

***Duties/Responsibilities:***

* Various HR related functions those include staffing, compensation and benefits, compliance and administration
* Initial Costing of a new and upcoming order of a readymade garment
* Communicating nationally and internationally with many different foreign based companies through mail including buyer, supplier, factory, etc.
* Administration that includes different administrative responsibilities
* Managing logistical support of the corporate office and factory and sourcing different kinds of garment related accessories and other things at a cheaper rate

1. Job Title : Business Executive

**Job Category : Part Time**

**Reason of Leaving : Better Career Opportunity with More Challenging Situation**

Company Name : Al-Jesour Resort and Developers

Department : Marketing and Sales

**Location :** Mohakhali DOHS, Dhaka – 1212, Bangladesh

**Industry : Real Estate Developer/ Construction**

**Year of Experience :** From 21.11.2008 to 30.06.2009 (7 Months 9 Days)

***Duties/Responsibilities:***

* Marketing & Selling 5 star standard resorts and duplexes located at Inani Beach of Cox's Bazar (The main tourist spot of Bangladesh) and Ashulia, Bangladesh

**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Title** | **Specialization/Major** | **Institute** | **Result** | **Passing Year** |
| **Master of Business Administration**  **(MBA)** | **Human Resources Management**  **(HRM)** | **Multimedia University**  **(Cyberjaya Campus)**  **Malaysia** | **CGPA:**  **3.66/4.00**  **Major CGPA: 3.87/4.00** | **2014** |
| Bachelor of Business Administration (BBA) | Marketing | North South University  Bangladesh | CGPA:2.32  **Major CGPA: 2.57/4.00** | 2009 |
| Higher Secondary Certificate  (H.S.C.) - English Medium | Science | St. Joseph School and College  Bangladesh | Second Division, Marks :57.8% | 2002 |
| Secondary School Certificate  (S.S.C.) | Science | Ideal School and College  Bangladesh | First Division, Marks :73.2% | 1999 |

**Training Summary:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Internship | Customer Service, General Banking, Credit and Foreign Exchange | The Premier Bank Limited | Bangladesh | Dhaka | 2008 | 03 Months |
| Microsoft Office | MS- Word, MS-Excel, MS-Power Point, MS-Access  & Internet Browsing | Industrial Centre of Hope | Bangladesh | Dhaka | 2008 | 04 Months |

**Career and Application Information:**

Looking For : Management Trainee /Senior Executive / Mid Level

Manager / Manager

Available For : Full Time/Contractual Job

Preferred Job Category : HR/Admin / Marketing / General Management

Preferred Location : Anywhere of Malaysia

Preferred Organization Type : Any

Expected Salary : According to Company Policy

Availability : Immediately

**Extra Curricular Activities:**

* Active member of North South University Photography Club (NSUPC), Bangladesh
* Active member of North South University Young Entrepreneurs Society

(YES), Bangladesh

* Participating voluntarily in various social welfare works whenever I find time
* Active member of International Student Society (ISS) of Multimedia University, Malaysia

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| English | High | High | High |
| Bengali | High | High | High |
| Hindi | N/A | N/A | Average |

**Personal Details:**

Father's Name : DR. JALAL AHMED

Mother's Name : DR. NARGISH RAHMAN

Spouse Name : NAZNIN JAHAN

Date of Birth : December 31, 1982

Gender : Male

Conjugal Status : Married

Nationality : Bangladeshi

Passport No. : AD6136700

Religion : Islam (Sunni)

Permanent Address : House# 102, Road# 18, Sector#14, Uttara, Dhaka – 1230,

Bangladesh

Current Location : Cyberjaya, Malaysia

**Reference (s):**

|  |  |  |
| --- | --- | --- |
|  | **Reference: 01** | **Reference: 02** |
| Name | Dr. Zainal Abu Zarim PhD | [Professor Dr. Murali A/L Raman](http://gsm.mmu.edu.my/index.php?page=staff_details&StaffID=1001021660) |
| Organization | Multimedia University, Malaysia | Multimedia University, Malaysia |
| Designation | Deputy Dean (R&D)  Graduate School of Management (GSM) | Professor of Faculty of Management (FOM) |
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