

# RESUME

## Abdullah Al Mamun

Merul Badda, Dhaka, Bangladesh.

E-mail : [hellomamun03@gmail.com](mailto:hellomamun03@gmail.com)

LinkedIn : [www.linkedin.com/hellomamun03](http://www.linkedin.com/hellomamun03)

Mobile No : +8801914-000 722



### CAREER OBJECTIVES:

Motivated and skilled individual seeking a Training and Development position at a Company where crafting and managing e active programs will improve employee performance and lead to mutual success and achievement.

### KEY QUALIFICATIONS:

- Hardworking
- Work with changing environment
- Speedy Communication.
- Individual & team builder with good organizer
- Quick learner & good listener
- Demonstrated leadership capabilities with excellent people management skills
- I have an experienced with train to the team devolved.

### WORK EXPERIENCE:

Occupational Field: **Branch Coordinator & Training Manager**(May 19, 2019 - May 24, 2021)

Organization: **BRAC**

Business: Responsibility Includes

Project Co-coordinator (SDP), Training & Counseling the disadvantage people and especially who are acted by tracking. Survey and the survivor from remote area. Asses and trained them for their self-economic development. Monitoring & Evaluated the project. Project Co-Coordinator of SDP (Skill **Development Programme**) project. Design and develop training programs. Training and developing the curriculum module for disadvantage people. Mapping out training plans and schedules, designing and developing training programs. Maintain updated curriculum database and training records Other Administrative responsibility: Building relationships with external suppliers, managing budgets, Managing people, Quailed to degree. Assess employee's skills, performance and productivity to identify areas of improvement. actively communicate with team members, trainers and management. Keeping IT skills and knowledge up to date.

Occupational Field: **Production Executive (August 2018 to 2019 April)**

Organization: **Bright River Bangladesh Ltd .**

Business: Outsource Graphic Design job from UK & NL, etc. Image manipulation by Photoshop ( Multiple layers clipping path, dust/scratch, neck-fill (invisible man), shadow, masking, retouching, spot removing, nick joint and color correction), etc.

Trainer Skill:

EDUCATIONAL  
QUALIFICATION:

Occupational Field: **Sr. Graphic Designer / Photographer**  
Organization: **Exclusive Communications Ltd.**  
Business: Prepare, Organize & modify flyers, brochures, Facebook Ads, labels, leaflets, banners, hang tags, newsletters, event design, and other advertising materials for modern marketing. All types of Construction Support, Catering Service & Event Management, Corporate & Cinematography, Sound & DJ service LED screen, Office Promotional Products etc.  
**February 2018 to July 2018**

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Occupational Field: **Shift In charge (Graphic Design)**  
Organization: **Clipping Next.**  
Business: Outsource Graphic Design job from USA & UK, brochure, logos, Image manipulation by Photoshop (Multiple layers clipping path, shadow, masking, retouching, spot removing, nick joint and color correction), etc.  
**December 2016 to January 2018.**

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Occupational Field: **Sr. Graphic Designer**  
Organization: **Shehala IT Ltd.**  
Business: Outsource Graphic Design job from Denmark, as newspaper Ads, magazine, brochure, logos, Image manipulation by Photoshop (Multiple layers clipping path, shadow, masking, retouching, spot removing, nick joint and color correction), etc.  
**January 2010 to November 2016.**

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**Safeguarding**  
Year: 2020  
Duration: 03 Day  
Institute: **BRAC**

**Design Workshop**  
Year: 2021  
Duration: 03 Day  
Institute: **BRAC**

November 2017 to January 2018  
Duration: 3 Month  
**Image Team at Clipping Next**

November 2014 to February 2015  
Duration: 4 Month  
**Graphics Team at Shehala IT Ltd**

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B.Sc. In Computer Science & Engineering (CSE)  
Name of Institution: American Bangladesh University  
Passed year: 2013  
CGPA : 3.31 Out of 4

## HIGHER SECONDARY CERTIFICATE (H.S.C.)

Name of Board: Jessore Board  
Passed year: 2009  
CGPA: 2.50 Out of 5

## SECONDARY SCHOOL CERTIFICATE (S.S.C.)

Name of Board: Jessore Board  
Passed year: 2007  
CGPA: 3.50 Out of 5

Language:

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- a. On mid level proficient in English language both writing & speaking.  
b. Completed 6 month Danish Language course from Selenide (Denmark) for understanding Danish Ads.
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COMPUTER LITERACY:

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• Adobe Illustrator CC • Adobe Photoshop CC • Adobe InDesign CC  
• Adobe Acrobat • MS Applications • Photography

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Reference Person:

Mohammad Abul Hasan  
(Production Manager) Bording Vista  
North Tower (12th Floor) Uttara Model Town, Dhaka 1230  
Cell +88 01732 341380, mail: mas@bordingvista.com

Md. Abul Hossain  
(Production Manager -EPM) Shehala IT Ltd.  
Road# 06, House# 47 (3rd floor), Block# C, Niketan, Gulshan-1  
Dhaka 1212, Cell +88 01717111224, mail: ahossain@shehala.com

Md. Azmal Huda  
(CEO & Owner) Clipping Next.  
Road# 11, House# 696 Adabor-11 (1st Floor ), Mohammadpur,  
Dhaka 1207, Cell +88 01715011207, mail: info@clippingnext.com

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Hobbies:

Football, Cricket & Badminton. Computer is my best choice.

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ACKNOWLEDGEMENT:

Above information is to be the owner of my trust & knowledgeable

Kind Regards,



Abdullah Al Mamun

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