

ABDUR RAZZAK

+880-184-327-7895

engrarh1994@gmail.com

<https://www.linkedin.com/in/abdur-razzak-302128231/>

Joar Shahara, Vatara, Dhaka, Bangladesh

PROFESSIONAL SUMMARY

Strong desire to build up a successful career by obtaining a challenging position in a reputed organization where I can apply my skills & knowledge to enhance organization success and also to enhance my personal knowledge and experience. I have few years of job experience in Engineering and Sales & Marketing. And this experience made me very qualified, hard worker, honest, punctual, polite and friendly.

WORK EXPERIENCE

EXECUTIVE, SALES

Jan 2021 - May 2022

POWERSVISION GROUP

• Dhaka, Bangladesh

- I used to sell construction, industrial and port machineries as like Excavator, Crane, Wheel loader, Roller, Batching Plant, Pavers, Piling Rigs etc etc.
- I used to report daily, weekly and monthly to my management.
- I used digital marketing to sell my products, contacting customers over phone and face to face meetings.
- I used to try to manage customers to sell my products.

SUB ASSISTANT ENGINEER

Jul 2017 - Apr 2020

MI CEMENT FACTORY

• Munshiganj, Bangladesh

- I worked in electrical maintenance as sub-station and generator operator.
- I used to do shifting duty at 132/33 KV Grid sub-station, 33/11 KV sub-station.
- I used to work on power on off and power controlling there.
- Collected information from various departments and wrote hourly reports of all equipments and calculated power consumption to management.

SUB ASSISTANT ENGINEER

Oct 2015 - Sep 2016

AL NOOR GROUP OF INDUSTRY

• Narayanganj, Bangladesh

- I worked in electrical maintenance as sub-station and generator operator.
- I used to work on power on off and power controlling there.
- Collected information from various departments and wrote hourly reports of all equipments and calculated power consumption to management.

EDUCATION

MBA

NORTHERN UNIVERSITY BANGLADESH • Dhaka, Bangladesh

May 2021 - Dec 2022

MAJOR SUBJECT: MARKETING RESULTS: Appeared <https://nub.ac.bd/>

B.SC. ENGINEERING

NORTHERN UNIVERSITY BANGLADESH • Dhaka, Bangladesh

May 2016 - May 2021

ELECTRICAL & ELECTRONICS ENGINEERING RESULTS: 2.52 (out of 04) <https://nub.ac.bd/>

SKILLS

- Management of information system
- MS word, MS Excel, MS power point & Google sheets
- Adobe Photoshop, Adobe Illustrator, Auto Cad & Internet browsing.
- Communication and Communicates in four languages including ENGLISH, BANGLA, HINDI & URDU.

PROFESSIONAL CREDENTIALS

- | | |
|--|-------------------------|
| • BIIHS “Advance Digital Marketing” | August to October 2021. |
| • MI Cement Factory “Electrical Maintenance” | NOV2012-JAN2013 |
| • Powervision Group “Sales & Marketing” | 09-12 Nov 2021 |

INTEREST

* Researching* Traveling * Human service * Lallygag* Natural photography * Praying* Exercise

REFERENCES

01. Enam, GM, Sales & Marketing, Powervision Group, Dhaka, Bangladesh
contact: +8801969888777 / enam.uuam@gmail.com
02. Engineer Saiful Alam, Executive Director, MI Cement Factory, Munshiganj, Bangladesh
contact: 01730709090
03. Shahadat Ali, Administrative Assistant , Van-Rob Inc./Kirchhoff Auto Dynamic CANADA.
contact : alimsca@gmail.com
04. Mofiz Uddin, Head of the Department, Business Studies, Northern University Bangladesh
Contact: +8801755514679, +8801875610167 / mofizuddinbangladesh@gmail.com