

Subject **Application for the post of Office Executive**
From Abu Sayed <mybdjobs@bdjobs.com>
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Date 2019-02-28 21:48



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Abu Sayed

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Career Objective:

To take a challenging and high performance oriented role in Commercial Department (Export-Import Banking, Shipping and Logistics) and implement the expertise and experience gained in this field for the development of work efficiency.

Career Summary:

I have been working in Commercial Department of Payel Technology Ltd. I proficiently worked for below esteemed buyers:

Special Qualification:

Computer Office Application, Spoken English. Information Technology Support

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Administration (BBA)	Management	Noakhali Govt. College	Second Class, Marks :55%	2017	4	CGPA 2.85 (Out Of Scale 4)
HSC	Science	Chowmuhani Govt. S.A College	CGPA:3.3 out of 5	2013	-	-
SSC	Science	Yarpur High School	CGPA:4.5 out of 5	2011	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
ITS	IT	Noakhali Technical Training Center (NTTC)	Bangladesh	Noakhali	2018	6 Month
English	Spoken English	Saifur`s	Bangladesh	Noakhali	2018	3 Month
Computer	Office Management Course	Begumganj Technical Institute, Noakhali	Bangladesh	Noakhali	2014	6 Month

Career and Application Information:

Looking For :Mid Level Job
Present Salary :Tk. 14000
Preferred Job Category :Bank/Non-Bank Fin. Institution, Data Entry/Operator/BPO

Preferred Location : Anywhere in Bangladesh
Preferred Organization Types :

Specialization:

. Extensive Knowledge on Textile & as well as apparel sector. . Improved presentation & reporting skill. . A strong commercial mindset, great arithmetical, analytical and problem solving skills . Strong inter-personal relationship & communication skills with Buyers, Vendors, suppliers and colleagues as every times need to communicate with them over the email, over the phone as well all over the video Conference. . Can work under pressure & ability to complete work within time frame in a very well organized systematic way. . Excellent knowledge in professional emailing activity

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Abul Khair
Mother's Name : Fatema Akter
Date of Birth : February 7, 1995
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : islam
Permanent Address : Yarpur, Beezbag, Senbagh, Noakhali 3862
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Omar Khaled	M. A Hasan
Organization	: Noakhali Gov.t College	Noakhali Gov.t College
Designation	: Lecturer, Dept. of Zoology	Assistant Prof, Department of Accounting
Address	: Companigonj, Noakhali.	Companigonj, Noakhali
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01762-119933	01817707023
E-Mail	:	
Relation	: Academic	Academic
