

Last Updated : **December 20, 2018**

ASHIKUR RAHMAN

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Career Objective:

To work for a company for bringing outstanding output with my achieved excellency from my experience area.

Special Qualification:

Good skill on speaking English and writing also.
computer literacy/counseling capacity/communication capacity/

Employment History:

Total Year of Experience : 3.8 Year(s)

1. **Executive (January 2, 2018 - Continuing)**

Outsourcing expert limited

Company Location : Head office,London,Uk, Local office , Noya Polton ,Dhaka
Department: CS

Duties/Responsibilities:

- Branding business
- Supplying information to foreign customer
- Supporting foreign customer over voice call,mail

2. **Marketing & Administrative Assistant (January 5, 2016 - June 7, 2017)**

Study In Pty Ltd

Company Location : Lavel-8 (East) Kawranbazar, 20/21 PC Garden Road , Dhaka-1215
Department: Marketing & Administration

Duties/Responsibilities:

- Maintaining administrative works
- Processing admission file
- Research on market and analysis for promoting market
- processing Migration document
- Follow up client through email conversation
- Making report for business development

3. **Research associate (July 7, 2014 - May 5, 2015)**

Para Rangamati

Company Location : Rangamati Bangladesh

Department: sociology

Duties/Responsibilities:

- 1.conducted internet based library research
- 2.provide assistance in the design in the survey instruments like questionnaires
- 3.administrators standardized tests to research subjects
- 4.FGD,PRA,observation
- 5.design and create special programs for task likes statistical analysis.
6. supervise the work of survey.

4. research associate (January 1, 2014 - June 5, 2014)**planing ministry**

Company Location : Bangladesh

Department: sociology

Duties/Responsibilities:

- 1.conducted internet based library research
- 2.obtained informed consent of research subject
- 3.screen potential subjects to define their suitability as study participants
- 4.supervise the work of survey interviewers
- 5.multivariate statistical analysis
- 6.present research findings to seminar.
- 7.prepare table,graphs,facts sheet

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MSS	Sociology	Jagannath University	CGPA:3.63 out of 4	2014	1	FIRST CLASS
BSS	Sociology	Jagannath University	CGPA:3.63 out of 4	2013	4	FIRST CLASS
HSC	HUMANITIES	VALUKA DEGREE COLLEGE	CGPA:4.5 out of 5	2008	2	FIRST CLASS
SSC	SCIENCE	GUZIUM AMERABARI HIGH SCHOOL	CGPA:3.88 out of 5	2006	5	FIRST CLASS

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
ITES, basic computer	Computer literacy	BCIC	BANGLADESH	Jgannath university	2015	5 montyhs
English Spoken	English	Saifurs Coaching	Bangladesh	Panthopath ,Dhaka	2012	3 months

Professional Qualification:

Certification	Institute	Location	From	To
Research Associate	Social Science Research Council (SSRC) Planning Divission,Planning Ministry	Bijon Saroni,North Kalindipur,Rangamati-4500	July 3, 2014	May 7, 2015

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Commercial/Supply Chain
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : India, Malaysia, New Zealand, Canada, Singapore
 Preferred Organization : Manufacturing (FMCG), NGO, Development Agency,
 Types Tobacco, Research Organization

Specialization:

Speaking English/computer/ms word/ms excel/ITES course/good communication skill/counseling capacity/punctual, Compliance work.

Extra Curricular Activities:

Thesis on indigenous community/ scouting/social organization/ debate

Language Proficiency:

Language	Reading	Writing	Speaking
English/	High	High	High
bangla	High	High	High

Personal Details :

Father"s Name : Shahidul Islam
 Mother"s Name : Shahanaz Begum
 Date of Birth : August 3, 1990
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : ISLAM
 Permanent Address : Village:Guzium Post:Guzium, Trishal, Trishal, Mymensingh 2220
 Current Location : Mymensingh

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Tauhid Hossain khan	Saidur Rashid Sumon
Organization	: Jagannath University, Dhaka	Jagannath university
Designation	: Assistant professor , Jagannath university	Assistant professor, Jagannath University
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Relation	: Academic	Academic