

Abu Ahmed Shahriar

Tel.: (0821) 713885 (Home)
Mobile: 01711013122
Email:
shahriarabuahmed2018@gmail.com



To build life in the light of dynamism and to improve my organizational, managerial, interpersonal, and analytical skills.

Personal Particulars:

Age: 41 years	Nationality: Bangladeshi
Gender: Male	Religion: Islam
Postal Address: House-33, Lane-5, Housing Estate, Amborkhana, Sylhet, Bangladesh.	Marital Status: Married
	Date of Birth: 26 th April, 1977
	Place of Birth: Sylhet, Bangladesh

Resume Summary:

Highest Education

Master of Business Administration (M.B.A)

Employment History:

15th February 2018 till now Suma International Services, Surma Tower, Taltola, Sylhet.

Position Title: Senior Executive

Ticketing & Reservation of almost all Airlines by GDS software Sabre.
Maintaining communication with Frequent Flyer, Corporate Clients.
Preparing Sales Report.

1st December 2014 15th January 2018 US-Bangla Airlines Ltd., Niloy-15, Raj Mansion ,
Chowhatta, Sylhet.

Position Title: Executive-Sales

Ticketing & Reservation.
Maintained communication with Frequent Flyer, Corporate Clients, Travel Agency.
Prepared Sales Report, Sales & Deposit Report,
Email different report

2nd February 2012 to 30 November, 2014 Green Delta Insurance Company Ltd., Modhubon
Market, Sylhet.

Position Title: Executive Officer

Visited different potential clients like Banks, Financial Institution.
Sale of different General Insurance Policy like Fire, Marine, Motor.
Posted data in specialized software.
Prepared monthly business report

27th January, 2010 till 1st February 2012, Green Delta Securities Ltd., City Center, Zindabazar, Sylhet.

Position Title: Executive Officer (Accounts & Trade)

Authorized Representative of Dhaka Stock Exchange (DSE).

Prepared cheque of clients, Petty Cash report, DSE & CSE Summarize report,

Requisition Slip, Bank Reconciliation Statement etc.

Received cash & cheque payment to client.

Receipt-Payment posting in specialized software.

Email different official report to Head Office.

June 2, 2007- January 12, 2010 United Airways (BD) Ltd., Sylhet.

Position Title: Executive- Sales & Traffic

Ticketing & Reservation, Flight Handling.

Prepared Arrival Report, Departure Report, Sales Report, Traffic Report, Trim Sheet etc.

Maintained communication with Corporate Clients, Travel Agent.

June 2, 2007- January 12, 2010 United Airways (BD) Ltd., Sylhet.

Job Title: Executive- Sales & Traffic

Ticketing & Reservation, Flight Handling.

Prepared Arrival Report, Departure Report, Sales Report, Traffic Report, Trim Sheet etc.

Maintained communication with Corporate Clients, Travel Agent.

November 1, 2006 - April 30, 2007 Standard Chartered Bank, Sylhet.

Position Title: Executive Sales-Wealth Management

Introduced different types of deposit schemes to prospective clients.

Maintained good relation with valuable clients.

March 27, 2004 to 30 September, 2006 American Life Insurance Company (ALICO), Nazim Agency, Sylhet.

Position Title: Field Representative

Introduced different types of Life Insurance schemes to prospective clients.

Collected premium from existing clients.

Maintained relationship with valuable clients.

Computer: Microsoft Word, Excel, Internet browsing.

Other Skills:

- 1) Excellent written, verbal and communication skills.
- 2) Excellent negotiation, problem solving and analytical skills.
- 3) Proactive and a good communicator.
- 4) Ability to work under stress.
- 5) Good team player with “can do” attitude.