

Resume of Kazi Shupto



Mailing Address:

52/1-Khan Vila, Loharpara, Amberkhana, Sylhet.

Email : kazishupto@gmail.com

Contact No: +8801737371593, +8801308358880

Career Objective:

To be employed in a position accords to my educational background & ability to work in a dynamic & challenging job environment having scope to prove my potentialities.

Academic Profile:

B.S.C (Hon's) : Political Science, Madan Mohan College University, Sylhet.

Higher Secondary Certificate : Commerce, Mohan College University, Sylhet.

Secondary School Certificate : Science, Sylhet Govt. Pilot High School, Sylhet.

Computer Certificate Course: Grade-A, Govt. Social Service Institute, Sylhet.

Computer Skills:

- **Operating System** : Windows 98/2000/07/08/10/XP/Vista.
- **Software Packages** : Ms Word, Ms Excel, Ms Access, MS PowerPoint, Internet Browsing, Mailing Etc.

Key Skills:

Communication, Ability to work under pressure, Decision making, Time management, Self motivation, Conflict resolution, Leadership, Team work, Adaptability, Creativity, Quick learner, Customer service etc.

Experience:

- Worked at **Income Tax Office**, Sylhet as a Computer Operator from 01 July 2010 to 31st November 2011.
- Worked at **B.A.T.** (Inter Speed Marketing Solution Co.) as a Brand Representative for 6 months.
- Worked at Integrated Marketing Solution an Authorized Company of **ROBI AXIATA LTD.** As a Sales Support Co-ordinator for 08 October 2012 to 31 August 2016.
- Worked at **TUPPERWARE BANGLADESH PVT. LTD** Enroute Int. Ltd. as a Commercial Executive for 26 December 2016 to 30 September 2017.
- Worked at **Talent Centric** as a H.R Executive For 2nd December 2018 to 30 May 2019.

Hobbies and Interest:

Reading, Internet Browsing, Traveling etc.

Personal Profile:

Full Name : Kazi Mull Mohammed Shupto.
Father's Name : ShamsulHaque Chowdhury.
Mother's Name : Sajia Begum Chowdhury.
Date of Birth : 2nd January 1990.
Permanent Address : Vill- Kanishail, P.O.- Dhakadakshin.
P.S.- Golapgonj, Dist.-Sylhet.
Present Address : 52/1-Khan Vila, Loharpara, Amberkhana, Sylhet.
Nationality : Bangladeshi (By Birth).
Religion : Islam.
Marital Status : Unmarried.

Reference:

Dr. Hasi Rahman

M.B.B.S, M.Phil (Bio-chemistry)
Medical Officer
Gowainghat Upazila Health Complex, Sylhet.
Mob: 01717-319652.

I hereby declare that the above mentioned statements are true to the best of my knowledge.

Kazi Mull Mohammed Shupto

Date :