

Last Updated : **December 4, 2017**

## **DEWAN MAJEED IQBAL**

Address: House# 3764, 2nd Floor, Block# C, kadamtali dhaka 1362.  
Home Phone: 01789477021  
Office Phone :01874358482  
Mobile : 01717088677  
email:majeediqbal@gmail.com, dewanmajeediqbal@gmail.com



### **Career Objective:**

To pursue a responsible position in a Company where my skills, hard work, knowledge and experience can be shared and enriched in order to achieve the organizational goal.

### **Career Summary:**

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

### **Special Qualification:**

Management Skills: Problem Solving Skills, Decision Making Skills, Budget Planning, Negotiating Skills, Strategic Management and Business Planning, Commitment, Computer Skills: Office Packages & Programming (html, css,joomla!) etc.

### **Employment History:**

**Total Year of Experience : 9.8 Year(s)**

#### **1. Officer & Assistant Personal Secretary to CEO ( February 26, 2015 - Continuing)**

##### **Prime Islami Life Insurance Ltd.**

Company Location : Head Office: Raj Bhaban(6th Floor), 29,Dilkusha C/A, Dhaka - 1000.  
Department: CEO`S Secretariat

##### **Duties/Responsibilities:**

Making appointments and planning of CEOS diary.  
Distributing papers and documents for meetings and others porous.  
Report or document is to receive all kinds, which are sent to the CEO.  
Maintaining filing systems.  
Using various computer packages - Word, Excel, PowerPoint  
Replying to emails, faxes and phone.  
Organizing traveling arrangements and preparing complex travel itineraries.  
Accumulating various reports on behalf of the CEO.  
Initiating & follow-up actions on pending important issues.  
Handle any other work assigned by CEO & Top Management.

#### **2. Junior Officer ( October 10, 2013 - February 26, 2015)**

**Prime Islami life Insurance Limited**

Company Location : Head Office: Raj Bhaban(6th Floor), 29,Dilkusha C/A, Dhaka - 1000.  
Department: Finance & Accounts

**Duties/Responsibilities:**

To check and verify the DCS & fund requisition and finance related documents.  
Keep up financial transaction by Accounting Software.  
Prepare of cash book, voucher and entry accounting record in the accounting software.  
Prepare Bank reconciliation & ledger reconciliation.  
Handle any other work assigned by Top Management.

**3. Ass. Officer Admin ( August 5, 2011 - September 20, 2013)****Treulytics IT**

Company Location : Apt#E-2, Hose No#37 Sec#11, Road No#14, Uttara, Dhaka.  
Department: Admin & HR

**Duties/Responsibilities:**

Maintain management information systems.  
Provide secretarial or executive services for Top Management.  
Supervise and coordinate activities of staff  
Administrative paperwork completed properly and timely.  
Maintenance of consistent follow-up communication via telephone, in person and email for all relevant matters.  
Analysis of documents and proper filing based on policies.  
Complete outbound calls and emails in a timely manner.  
Any other duties related to the post.

**4. Support Engineer ( January 2, 2010 - July 31, 2011)****Ethics Advanced Technology LTD**

Company Location : BDBL Bhaban, 8th Floor, Kawran Bazar, Dhaka-1205.  
Department: Customer Support

**Duties/Responsibilities:**

Collects clients problems and Solved by the appropriate department.  
Provide guide line to the clients for buildup self-help resources.  
Record the clients requests, issues and trouble.  
Provide instant software best basic problem solutions to the valuable clients.  
Other duties as assigned by management.

**5. Onsite Support Executive ( March 1, 2009 - December 31, 2009)****Amplitude information Technology LTD.**

Company Location : (7th floor) BaitulKhair, 48/A-B, PurananPaltan, Dhaka-1000  
Department: Customer Support

**Duties/Responsibilities:**

Provide service for our company"s software customer Sonali Bank.  
Provide daily DD, TT & MT service for Sonali Bank customer.  
Provide banking service as a bank employee.  
Any other work assigned by Top Management.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters Of Business Studies (M.B.S )	Management	National University	Second Class, Marks :50%	2010	1 years
Bachelor Of Business Studies (B.B.S) Honors	Management	National University	Second Class, Marks :48%	2009	4 Years
HSC	Science	Technical school & college Nougan	CGPA:3.39 out of 5	2005	2 years
SSC	Science	Technical school & college Joypurhat	CGPA:3.64 out of 5	2001	2 years

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate of Computer	Microsoft Office Word, Microsoft Office Excel, Microsoft Office Execs	Urban Community Development Project Council	Bangladesh	Joypurhat	2006	6 month
Agriculture Subject, Duck And Hen Breeding, Fish Cultivate Training	Agriculture,Duck And Hen Breeding, Fish Cultivate etc	Young training Institute, Naogaon.	Bangladesh	Naogaon	2004	3 month
Industrial Attachment Trining	Farm Machinery	Joypurhat sugar Mills Limited	Bangladesh	Joypurhat	2001	6 month

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : General Management/Admin, Secretary/Receptionist  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, India, Italy, Malaysia, New Zealand, United Kingdom, United States, Canada, France, Singapore  
 Preferred Organization Types : Banks, Insurance, Investment/Merchant Banking, Telecommunication, Govt./ Semi Govt./ Autonomous body, Trading or Export/Import, Multinational Companies, Agro based firms (incl. Agro Processing/Seed/GM), CNG, Overseas Companies, Group of Companies, Automobile

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Admin</li> <li>• MS Word/ Excel/ PowerPoint/ OneNote</li> <li>• MySQL</li> <li>• Windows XP/ 2000/ ME/ 98</li> <li>• WordPress</li> <li>• HTML/ DHTML</li> <li>• CSS</li> <li>• Accounts</li> <li>• Administration</li> <li>• Marketing</li> </ul>

### **Extra Curricular Activities:**

\* Bangladesh Human Rights Commission-BHRC Desig: Information & Technology Secretary  
(31 August 2015 -Present) ID No: 3845 Mugbd P.S Branch Dhaka. Head Office: BASIC  
Feroza Garden,222/Kha, Malibagh, Dhaka-1217,G.P.O. Box- 3725, Bangladesh. Tel:  
880-2-9361353, 88-0152-361822, 01714098355, Fax: 880-2-9343501, 880-2-8321085  
BHRCE-mail: bhrc.nhq@gmail.com, website: www.bhrc-bd.org

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium
HINDI			Low

### **Personal Details :**

Father"s Name : MAZIRUL HAQUE DEWAN  
Mother"s Name : ROUNAK ZHAN  
Date of Birth : September 25, 1985  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : ISLAM  
Permanent Address : Vill- SHAHEB PARA, POST- JOYPURHAT, P.S- JOYPURHAT,DIS-  
JOYPURHAT.  
Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Ali Ahmed Syed Mostofa Zahid	Md. Mahamud Hasan Shah
Organization	: Assistant professor	Jagannath University
Designation	: Rajshahi University Department of Chemistry,	Assistant professor Department of Economics 9-10
Address	: University of Rajshahi, Rajshahi-6205, Bangladesh	Chittaranjan Avenue Sadarghat, Dhaka, 1100 Dhaka, Bangladesh.
Phone (Off.)	:	
Phone (Res.)	: +821021901889	
Mobile	:	+ 8801778226939
EMail	:	
Relation	: Relative	Relative