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IFTAKHAIR MAHMUD

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Career Objective:

To develop sound professional career by honestly performing the assigned responsibilities given by the authority which will create an opportunity to prove my abilities and at the same time will help me to enrich the institution.

Career Summary:

Previous job:

01) Worked as an Administration officer at EDU WISE foreign consultancy, House 309, Road 8/A Dhanmondi, Dhaka-1209. Since April 2011 to January 2013.

02) Worked as a Senior Executive Officer (IT) at Sunlife Insurance Company ltd. BTA tower, kamal atarturk avenue, Banani, Dhaka-1213. since March 2014 to October 2015.

Current Job: Working as a Manager at PnH Corporation , 184 Razia plaza, senpara parbata, Mirpur-10, Dhaka. since December 2015 to till now.

Special Qualification:

• Creative and Sound capability of adhering to any given responsibility.

• Have an excellent leadership quality and motivational skill.

• Hard worker, Honest & Well-groomed appearance.

• Sound knowledge in IT sector.

Employment History:

Total Year of Experience : 6.5 Year(s)

1. Manager (December 2, 2015 - Continuing)

PnH Corporation

Company Location : 184 Razia plaza, senpara parbata, Mirpur-10, Dhaka-1216

Department: Department of IT & Study Abroad

Duties/Responsibilities:

Consult with corporate clients & Note down all information about asking software & represent companies products as per clients expectation & query.

Planning & organizing free seminar for the new clients & trainees.

2. Senior Executive Officer (IT) (March 1, 2014 - October 2, 2015)

Sunlife Insurance Company LTD.

Company Location : BTA Tower, 29 Kemal Atarturk Avenue, Banani-Dhaka-1213.

Department: IT

Duties/Responsibilities:

- * Perform design and development of Oracle applications according to project requirements.
- * Provide technical assistance to other Developers as needed.
- * Analyze and troubleshoot system issues in a timely manner.
- * Provides information by Creating reports.

3. Admin Officer (April 1, 2011 - January 1, 2013)**EDU WISE foreign consultancy**

Company Location : House 309, Road 8/A Dhanmondi, Dhaka-1209.

Department: Administration

Duties/Responsibilities:

- * Provide administrative support to Management and Student council management team.
- * Assist with marketing plan management.
- * Create and edit PowerPoint presentations.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.B.S	Management	National University	Second Class, Marks :59%	2009	one year	masters certificate
B.B.S(Hons.)	Management	National University	Second Class, Marks :55%	2008	Four years	-
HSC	Science	Chatkhil p.g. govt. mahbub colege.	CGPA:2.6 out of 5	2004	Two years	-
SSC	Science	Chatkhil p.g. govt. high school	CGPA:3.38 out of 5	2001	Two years	-

Professional Qualification:

Certification	Institute	Location	From	To
Database Design & Development (Oracle-SQL, PL-SQL, FORM & REPORT DBA)	IDB BISEW SCOLARSHIP PROJECT	Agargaoh, Dhaka	October 1, 2012	March 1, 2014

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 21000
 Expected Salary : Tk. 15,000
 Preferred Job Category : General Management/Admin, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Saudi Arabia, United Kingdom, Australia, Canada, Singapore, United Arab Emirates
 Preferred Organization : Banks, Telecommunication, IT Enabled Service, NGO, Multinational Companies, Garments, Group of Companies
 Types :

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • IT Support Service • Administration • Telecommunication Service • Advertising & Promotion • Marketing

Extra Curricular Activities:

*Joining Language club, Traveling , Outdoor sports & Internet Surfing etc.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Golam mostofa
 Mother"s Name : Farida yesmin
 Date of Birth : July 1, 1985
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : East Dhamalia, Ward no. 06, Mostofa saheber bari, chatkhil, noakhali.
 Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Md. Ibrahim Khalil	Md. Golam Mostofa
Organization	: Chittagong Palli Bidyut Samity-1	Sonali Bank Ltd.
Designation	: Deputy General Manager	Principal Officer
Address	: Chittagong	Chatkhil Branch, Noakhali.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711124542	01912081683
EMail	:	imp8t6@gmail.com
Relation	: Relative	Others