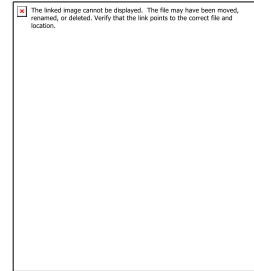


Applied For: **IT Executive (Sylhet)**

Last Updated : **July 12, 2018**

KHABIR HOSSAIN

Address: 35, Islambag, Dhakkhinkhan, Dhaka-1230
Home Phone: 01671335772
Mobile : +8801916823244
email:khabir_hossain@yahoo.com, khabirhossain89@gmail.com



Career Objective:

To accomplish a complete career as a successful management, Admin & Marketing department in the company.

Career Summary:

To pursue a challenging career in a dynamic organization where I may get the opportunity to utilize my knowledge and leadership and also prove my skills for professional career development.

Special Qualification:

Computer Skill: Hardware Maintenance and Troubleshooting, Network Troubleshooting, Windows 98/07,08, XP, 7,8. Office Program (English & Bangla type speed per minute minimum 50 & 50 words) Adobe Photoshop & Illustrator, Internet and E-mail.

Employment History:

Total Year of Experience : 5.8 Year(s)

1. Assistant Manager (January 1, 2016 - Continuing)

Engineering Information Services (EIS)

Company Location : House# 334, Road # 23, Mohakhali, DOHS, Mohakhali, Dhaka.

Department: Management

Duties/Responsibilities:

The day-to-day activities of management of consultants & Marketing sites are often complex and will vary depending on the client and type of project.

2. Marketing Officer (January 1, 2015 - December 30, 2015)

Speed Data Base

Company Location : 78, Arjotpara, Tajgang, Mohakhali, Dhaka.

Department: Management

Duties/Responsibilities:

Preparing, planning and project managing the publication of all publicity material to maximise brand promotion.

3. **Territory Marketing Officer (TMO) (January 1, 2013 - December 31, 2014)**

Everest Drinking Water

Company Location : 70, Taijuddin Sarani, Dhaka-1208

Department: Marketing

Duties/Responsibilities:

Supervise daily sales & trade marketing activities. Maintain liaison between dealers and line manager. Assist the line manager in collecting market intelligence / competitors' activities / customer feedback. Forecast market demand and achieve sales target.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBS	Management	National University	Second Class	2013	2012-2013	-
Honors	Management	National University	Second Class	2012	2008-2009	Promoted
HSC	Business Studies	Chhengarchar College	CGPA:2.5 out of 5	2008	2006-2007	-
SSC	Business Studies	Dashani Mohonpur High School	CGPA:3.06 out of 5	2006	2004-2005	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office Application		66058 - Millarchor-Alliance Technical Institute, Chandpur	Bangladesh	Chandpur	2015	January - June, 2015
Information technology (IT)	Hardware & network server configuration	Voice Track Communicatoin -VTC	Bangladehs	35 Islambag, Dhakkhin Khan, Dhaka-1230	2012	6 Month

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 18000
Expected Salary : Tk. 20,000
Preferred Job Category : General Management/Admin, IT/Telecommunication, Mechanic/Technician
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : Software Company, Manpower Recruitment

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Adobe Photoshop/ Illustrator• Customer Support	I have 8 years experience as a computer operator & meriting site .

<ul style="list-style-type: none"> • Customer Support/ Client Service • Data Conversion • Data Entry Operator (English) • Accounting Data Entry 	
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Language Proficiency:

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

Personal Details :

Father's Name : Chetu Bepary
 Mother's Name : Mamotaz Begum
 Date of Birth : March 1, 1989
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam.
 Permanent Address : Village-Millarchar, Post Office-Dashani Bazar, Police Station-Matlob, District-Chandpur.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Engr. ABM Hasan	Mr. Engr. Reazul Isalm
Organization	: Global Business Group, PLC UK	Engineering Information Services (EIS)
Designation	: Excutive Engineer	Chairman
Address	: B-36, Shonargaon Janapath, Sector-11, Uttara, Dhaka-1230	House# 334, Road # 23, Mohakhali, DOHS, Mohakhali, Dhaka.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01681426575	01713108592
EMail	: hasan_bd@gbguk.net	re_zaza2@yahoo.com
Relation	: Professional	Professional