

Last Updated : **December 19, 2018**

## **KHONDAKER MD SHAHABUDDIN**

Address: Zanal Systems Ltd,BDBL Bhavon (4th floor)12,Karwan Bazer,-1215., Tejgaon TSO, Tejgaon, Dhaka 1215  
Home Phone: 01818308254  
Mobile : 01715159153  
email:msohan1984@gmail.com, zsl.shohan@gmail.com



### **Career Objective:**

Building up a challenging and rewarding career in an organization that provides structured career advancement within the extent of competitive and dynamic service environment and face challenging opportunity with sincerity, punctuality,& commitment.

### **Career Summary:**

Dedicated as a manager with extensive experience in Customer Support & Service settings. Excellent verbal and written communication skills.A self-directed worker with superior time management skills.Fully discreet and confidential in all office matters.Experienced multitasker who can prioritize daily workloads.Savvy manager of a smooth office workflow. Expertise

1.Administration 2.Front End Supervision 3.Complaint Resolution 4. Retail Operations Management 5. Customer Service Management

### **Special Qualification:**

Work well under pressure as part of a team,Well-groomed appearance,Polite, respectful, and courteous manners,Responsible, efficient, and flexible.Ability to work in a fast-paced, intense environment smoothly Ability to elicit confidence.

### **Employment History:**

**Total Year of Experience : 7.8 Year(s)**

1. **Associate Manager ( January 28, 2014 - Continuing)**

**ZANALA systems Ltd.**

Company Location : BDBL Bhavon,12,Karwan Bazer, Dhaka.

Department: IT Department

**Duties/Responsibilities:**

Monitoring & Operate Support Department.

Operation,Communication Client,& Client Service.

2. **Zone In charge (ZI) ( March 1, 2010 - November 30, 2010)**

**Abul Khair Tobacco**

Company Location : Lakshipur Region, Lakshipur.

**Duties/Responsibilities:**

Promotion Products,

3. **Excutive ( September 1, 2007 - July 31, 2008)**

**Romania Food & Beverage Ltd.**

Company Location : Noakhali Region, Noakhali.

Department: General

**Duties/Responsibilities:**

Communication &amp; Monitoring Dealer Point.

**4. Excutive ( January 10, 2006 - March 31, 2007)****Crown Trade International**

Company Location : TMC Bhavon, New Eskaton, Dhaka. 2006

Department: Client Service

**Duties/Responsibilities:**

Communication &amp; Client Service.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.com	Management	National University	Second Class, Marks :56%	2008	1 year
B.com	Management	National University	Second Class, Marks :47%	2007	4 year
HSC	Business Studies (BS)	Noakhali Govt.Collage, Noakhali	CGPA:2.4 out of 5	2003	-
SSC	science	Harinarayonpur Union High School	Second Division, Marks :59%	2000	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Skills for Employment Investment Program (SEIP)	IT Sales	BASIS Institute of Technology & Management (BITM)	Bangladesh	Kawran Bazer, Dhaka.	2018	1 Month
Skills for Employment Investment Program (SEIP)	Graphics & Web UI design	BASIS Institute of Technology & Management (BITM)	Bangladesh	Kawran Bazer, Dhaka.	2017	4 Month
DIPLOMA IN NETWORKING TECHNOLOGIES (NT)	Computer fundamental, Hardware Fundamental, Data Communication Systems, Configuring Windows 7, Administering and Managing MS Windows Server 2008 R2, Active Directory Database Service, Network Infrastructure, Application Infrastructure.	IDB-BISEW IT SCHOLARSHIP PROJECT (ROUND 17)	Bangladesh	Dhaka	2012	1 year

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication, Production/Operation  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization :  
 Types :

**Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Late Shah Emran  
 Mother"s Name : Salina Akhter  
 Date of Birth : November 10, 1984  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Village: Chandrapur, P.O: Maijdee Court P.S.: Sudaram, Dist: ঝাড়া  
 3800., Noakhali Sadar, Noakhali Sadar, Noakhali 3800  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mirza Rashedul Amin	Khondaker Md Sajahan
Organization	: Primetech Ltd.	Sonali Bank Ltd.
Designation	: Managing Director	Senior Officer (IT)
Address	: Primetech Ltd. TK Bhavon,Kawran Bazer,Dhaka.	Maijdee Court, Noakhali
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01817293279	+8801912-764495
EMail	: mamin@primetechbd.com	
Relation	: Professional	Relative

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