

Last Updated : **September 29, 2017**

## **MD MESBAH UDDIN**

Address: Azadi-68, Mirboxtula, Sylhet Sadar, Sylhet  
Home Phone: 01730001148  
Office Phone :01833181783  
Mobile : 01673666395  
email:mesbah.uddin.k@gmail.com, mesbah.uddin@robi.com.bd



### **Career Objective:**

To achieve goals by embracing more challenges toward company driven aspiration. And to bring more fruitful outputs in a competitive mode by establishing the required fact. Thus, would like to excel my career by establishing company revenue in progress

### **Employment History:**

**Total Year of Experience : 6.1 Year(s)**

1. **Examination Services Executive ( September 1, 2016 - Continuing)**

**British Council**

Department: Exams

**Duties/Responsibilities:**

Exams Administration

â Ensure that all security and QCA standards are followed for maintaining all exam confidential materials

â Ensure logistics for exams administration, including venue management

â Ensure the efficient exams day delivery is maintained as per IELTS Administrator guideline

â Ensure the efficient exams day delivery for IELTS, IELTS UKVI and IELTS Life Skill

â Ensure candidate registration, data entry, fee collection are completed accurately and efficiently

**Finance**

â To ensure that British Council financial procedures are strictly followed

â To deliver a range of financial services, including registration, cash collection, recording financial transactions using SAP as necessary to perform these tasks.

**Customer Service & Communication**

â Has clear understanding and able to handle enquiries about examinations and processes when required

â Liaise with schools and study centres monthly for any updates.

â Meet all QCA standards.

**Examinations Promotion**

â To maintain contacts database of stakeholders e.g. Institute, schools, exam boards and ensure that all information is up to date.

â To maintain relationships with schools and study centres strongly and to see that they have the relevant product information.

**2. Territory Executive ( November 1, 2015 - Continuing)****Robi Axiata Ltd**

Company Location : Dhaka

Department: Market Operation

**Duties/Responsibilities:**

-To ensure smooth territory business by establishing proper distributions.

- To achieve all sales targets for the assigned Territory as per business plan.

- To achieve revenue target for assigned Territory.

- To achieve distribution target in terms of new outlet expansion.

- To manage distribution operation for assigned distribution area.

- To manage distribution hygiene all across the functions of distribution operation as guided by company.

- To ensure 100% Sales compliance as per regulators directives.

- To ensure trade visibility and effective campaign communication at channels.

- To develop and lead distributor`s field force Optimize and monitor company provided resources to support distribution activities.

**3. Temporary Staff ( December 1, 2014 - May 30, 2015)**

**British Council**

Company Location : Sylhet, Bangladesh

Department: Exams

**Duties/Responsibilities:**

- Assist Exam administration team with the administration of all Examinations.
- To support the front desk staff regarding customer service.
- Assist Exam team with registration form sorting, test day operation signage management and keeping control over stock.
- Assist to prepare and the statement of entry for GCE to be distributed to candidates and partner institutions.
- To update the notice boards and information display
- To manage customer help desk during the live test (IELTS & GCE).
- To provide customer service over the phone.
- To support the team regarding various events management.

**4. Intern ( July 6, 2014 - August 20, 2014)****FIVDB**

Company Location : Sylhet

Department: ECD (Early Childhood Management)

**Duties/Responsibilities:**

- \* Monitoring.
- \* Report writing.
- \* Field visit.

**5. Sales Executive ( November 2, 2009 - March 31, 2010)****Aarong**

Company Location : Sylhet

Department: Childrean

**Duties/Responsibilities:**

To ensure smooth customer service by ensuring sales target.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Post graduation	Sociology	Shahjalal University of Science & Technology	CGPA:2.78 out of 4	2013	1 year
Graduation	Sociology	Shahjalal University of Science & Technology	CGPA:3.2 out of 4	2012	4 years
Higher Sceondary Certificate Examination	Science	M.C college, Sylhet	CGPA:4 out of 5	2007	2 year
SSC	Science	Jalalabad Cantonment Public School & College	CGPA:4.75 out of 5	2005	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Territory Basic distribution management	Distribution Management and Territory Business management.	Robi axiata Ltd	Bangladesh	Chittagang	2016	3 Days
Territory distribution management.	Distribution management, Territory Sales Planning, Territory Sales Execution, Complain management.	Robi axiata Ltd	Bangladesh	Chittagang	2016	3 Days
Basic Sales Training	Sales.	Robi axiata Ltd	Bangladesh	Dhaka	2015	3 Days
Impostor and Forge Passport Identification	To identify Impostor and forge passport promptly.	British high Comission	Bangladesh	Sylhet	2015	1 Day
Online Invigilator Training	Invigilation of exams	British Council	Bangladesh		2015	7 Days
Child Protection Course	To brought idea about Child Protection according to the British Council Child Protection Policy	British Council	Bangladesh	Sylhet	2015	7 Days
SPSS for professionals, Researchers and Students	Statistical package for Social Science. (A software)	Centre for research training (CRT)	Bangladesh	Shajalal University Of Science & Tecnology	2012	1 month

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 37000  
 Expected Salary : Tk. 16,000  
 Preferred Job Category : Marketing/Sales, HR/Org. Development  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization : Telecommunication, Market Research Firms, Manpower  
 Types Recruitment, Direct Selling/Marketing Service Company

### **Extra Curricular Activities:**

Former Vice president of "RIM musical club", SUST

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : RIAZ UDDIN  
Mother"s Name : MRS. HENA AKTHER  
Date of Birth : January 1, 1990  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Halimpur, Bajitpur, Kishoreganj.  
Current Location : Sylhet

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md Kafil Hussain Chowdhury	Md Faruque Uddin
Organization	: British Council	Shahjalal University of Science & Technology.
Designation	: Head of Sylhet Centre.	Associate professor
Address	: Level-4, Hotel Rose View,Uposohor, Sylhet.	Department of Sociology. Shahjalal University of Science & Technology, Sylhet.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801713015396	01764212422
EMail	:	
Relation	: Professional	Academic

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