

Last Updated : **September 7, 2016**

MD.MAHMUDUL HAQUE

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Career Objective:

To build up a challenging career in any the field of Telecommunication and interpersonal skills to enhance organizational efficiencies. To make a strong contribution to the organization with sincerity and responsibility.

Career Summary:

Just completed my graduation on Electronics And Telecommunication Engineering.

Special Qualification:

5 Years experience of SEO on Odesk.

And I have completed 1 year`s diploma course on Apparel merchandising.

Employment History:

Total Year of Experience : 10.3 Year(s)

1. A best position (June 25, 2010 - Continuing)

Odesk

Company Location : odesk.com

Department: SEO

Duties/Responsibilities:

1. Onpage Optimization
2. Off page optimization
3. Setup SEO campaign.
4. Create rank report

2. Supervisor (January 1, 2014 - February 2, 2015)

Teletalk Bangladesh Ltd

Company Location : Dr. Refatullah`s Happy Arcade (2nd floor), House # 3, Road # 3, Dhanmondi, Dhaka

Department: Customer care

Duties/Responsibilities:

1. Providing help and advice to customers using organization"s products or services
2. Communicating courteously with customers by telephone and face to face
3. Investigating and solving customers" problems, which may be complex or long-standing problems that have been passed on by customer service assistants
4. Handling customer complaints or any major incidents
5. Keeping accurate records of discussions or correspondence with customers
6. Developing customer service procedures, policies and standards for organization or department

3. Intern (January 1, 2013 - July 1, 2013)**Teletalk Bangladesh Ltd.**

Company Location : Rupayan Golden Age C-4,Plot-6,Road-37,House-99

Department: System Operation

Duties/Responsibilities:

Site inspection and finding the type of site. Observing the antennas and proposing other requirements (if necessary), Participate in technical discussion in view to improve performance, Planning and implementing frequency for all over TBL networks.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSc In ETE	Electrical & Electronic Engineering	Prime University	CGPA:2.85 out of 4	2012	4 years
HSc	Science	Gaibandha Govt. Collevge	CGPA:2.6 out of 5	2006	2 Years
SSC	Science	Matherbajar Madrasha	CGPA:3.25 out of 5	2004	1 Year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA	Routing and Switching	New Horizons CLC of Bangladesh	Bangladesh	Momtaz Plaza, House # 7, Road#4, Dhanmondi, Dhaka	2015	3 Months
Internship	Site inspection and finding the type of site. Observing the antennas and proposing other requirements (if necessary). To participate in technical discussion in view to improve performance. Planning and implementing frequency for all over TBL networks.	Teletalk Bangladesh LTD	Bangladesh	Rupayan Golden Age,House-99,Gulshan, Dhaka-1212	2013	6 month

Professional Qualification:

Certification	Institute	Location	From	To
Planning and System Operation	Teletalk Bangladesh Ltd.	Gulashan 1	January 1, 2013	July 1, 2013
SEO	Odesk	Odesk.com	April 5, 2010	December 17, 2012

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 12,000
 Preferred Job Category : IT/Telecommunication, Marketing/Sales
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : India, Saudi Arabia, United States, Canada, Kuwait
 Preferred Organization : IT Enabled Service, ISP, Engineering Firms, Electronic Equipment/Home Appliances, Group of Companies, Mobile Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Computer Operator • Data Entry Operator (Both English & Bengali) • Engineering • English (Language) • HTML/ DHTML • International Marketing • LAN/ WAN • Sales & Marketing • Telecommunication Engineer • WordPress

Language Proficiency:

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

Personal Details :

Father"s Name : Mr. Moynul Haque
 Mother"s Name : Mrs.Jotsna Begume
 Date of Birth : February 15, 1990
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Mohuri para, House NO- 0739, Godown road: 1/2,P.O.:Gaibandha, Dist.:Gaibandha-5700
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Prof. Dr. Abdul Mannan Sardar	Md. Shameem Mahboob
Organization	: Prime University	National Academy for Educational
Designation	: Dean	Training Specialist
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	: Road, Mirpur-1, Dhaka	
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Relation	: Academic	Family Friend
