

Last Updated : **October 8, 2015**

## **MD. KHALESUZZAMAN. (NOYON)**

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### **Career Objective:**

As an ambitious and determined want to join your team to usefull of my skills and knowledges for furthur career development.

### **Career Summary:**

I am just finished my graduation from Independent University, Bangladesh(IUB).My major is B.sc in Electrical and Electronics engineering(EEE). Actually, I am so much interested to work at IT based company. That is why I am continuing CCNA course from American International University of Bangladesh(AIUB). i am highly motivated individual wishing to use analytical and technical knowledge to pursue a long term career in an enlarging organization and convey personal gratification.

### **Special Qualification:**

1)Excellent skill in data analysisCreating business report 2) Management capability 3) Leadership skill and ability to motivate 4)Strong verbal communication skill 5)Computer literacy 6)ability to work as a team

### **Employment History:**

**Total Year of Experience : 8.5 Year(s)**

1. **Execute, Product ( November 1, 2012 - Continuing)**

**FLORA LIMITED**

Company Location : Corporate Headquarters, Adamjee Court Annex-2 (4th Floor),  
119-120 Motijheel C/A

**Duties/Responsibilities:**

- Monitor ERP software for store, customer, product, bill etc
- Monitor SOTS (Sales Order tracking system) software for bill, Quotation, Price & Credit approval etc
- Monitor SMS (Service monitoring system) software for Customer service issue
- Prepare new product specification
- Prepare new Brochure
- Train up sales people
- Answering incoming calls from customers to take inquiries and questions, handling complaints, troubleshooting problems and providing information.
- Handle and resolve customer complaints by 1st level troubleshooting.
- Responsible for Product Promotion Market Development and coordinate these activities through Sales team and a wide network of Dealers
- Follow up customer calls and answer customer queries over phone, email and in person.
- Expand new market and increase sales volume through innovative strategy.
- Market price monitoring, analysis of competitor's price and suggest to finalize the best price for selling Products.

**2. System Engineer ( January 1, 2012 - October 15, 2012)****International Office Machines Ltd. (IOM)**

Company Location : 7th floor, Green Orlando Tower, Pragati Saraniii Road, Baridhara  
Department: ICT

**Duties/Responsibilities:**

- Technical Support for Desktop PC, Notebook, Printer, UPS, Multi-media, installation, Troubleshooting, Maintains, up gradation etc

**3. Lab Assistant (Part Time) ( April 1, 2010 - September 28, 2011)****Independent University, Bangladesh**

Company Location : Bashundhara R/A

Department: MBA LAB

**Duties/Responsibilities:**

- Technical Support for the computer labs (PC, Printer, UPS, Multi-media, installation, Troubleshooting, Cabling, Networking, Maintains, up gradation, Manage scheduling duties in labs)
- CC Camera Observation in Lab
- Supervise all SOD (Student on Duty) Employee And manage their part time duty schedule
- Technical Support in all MBA department class room

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year
BSC	Electrical & Electronic Engineering	Independent University, Bangladesh	CGPA:3.1 out of 4	2012
HSC	Science	Dinajpur Adarsha college	CGPA:3.2 out of 5	2006
SSC	Science	Sujapur high school.	CGPA:3.13 out of 5	2004

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA EXPLORATION VERSION 4.0	CCNA	COUNTINUING EDUCATION CENTRE-AIUB	Bangladesh	AIUB CAMPUS, House 55/B, Banani	2014	4 month(Ongoing )

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 18000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Education/Training, IT/Telecommunication  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, Italy, Malaysia, Thailand, United Kingdom, United States, Australia, Canada, Singapore, Switzerland  
 Preferred Organization Types : University, College, Advertising Agency, IT Enabled Service, Computer Hardware/Network Companies, Embassies/Foreign Consulate, Engineering Firms, Buying House, Food (Packaged)/Beverage, Agro based firms (incl. Agro Processing/Seed/GM), Chemical Industries, Call Center

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Hotel &amp; Restaurant</li> <li>• Financial/ Banking service</li> <li>• Telecommunication Service</li> <li>• IT Support Service</li> <li>• Logistic Service</li> </ul>

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Md. Ajger Ali.  
 Mother"s Name : Most. khaleda begum.  
 Date of Birth : July 17, 1988  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : islam  
 Permanent Address : C/O Md. Ajger Ali. Village-North sujapur(hospital road) Post office+Upazila- Phulbari. Dist-Dinajpur.  
 Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Commodore (Retd) Abdul Momin Mia, (E) psc, BN.	Dr. Abdur razzak
Organization	: Baizid Steel Industries Limited	Independent University, Bangladesh.
Designation	: Senior General Manager	asistant professor(school of engineering)
Address	: EDB Trade Centre(12th Floor) 93,Kazi Nazrul Islam Avenue, Karwan Bazar,Dhaka 1215	Plot-16,Block B, Aftabuddin Ahmed Road, Bashundhara R/A, Dhaka-1229
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Relation	: Relative	Academic

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