

Last Updated : **January 10, 2019**

MD. NAZMUL HOSSAIN

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Career Objective:

To get a suitable position where I will get an opportunity to enhance my abilities in communication and interpersonal skills to work with others to achieve organizational goals, aims and objectives.

Employment History:

Total Year of Experience : 4.0 Year(s)

1. ASSISTANT OFFICER (April 19, 2017 - Continuing)

PRIME FINANCE & INVESTMENT LTD.

Company Location : Head Office: 63, Dilkusha, (3rd & 4th Floor), C/A, Dhaka-1000.

Department: SME FINANCE

Duties/Responsibilities:

1. To sell SME & corporate products.
2. To identify the potential customers.
3. To create a strong relationship with the customers.
4. To prepare all the loan document properly.
5. To communicate with CRM & CAD Department.
6. To monitor the customers very carefully.
7. To monitor recovery process of the company.
8. Report to the top management regularly.

2. Senior Sales Executive, SME ASSET (January 13, 2016 - April 17, 2017)

EASTERN BANK LTD.

Company Location : 40/1, RANKIN STREET, WARI, DHAKA. BANGLADESH

Department: SME BANKING

Duties/Responsibilities:

1. To sell SME products.
2. To identify the potential customers.
3. To create a strong relationship with the customers.
4. To prepare all the loan document properly.
5. To communicate with CRM & CAD Department.
6. To monitor the customers very carefully..

3. Manager (January 1, 2015 - January 12, 2016)

Victory Trading International

Company Location : 16, Dilkusha, Baliadi Mansion, (1st Floor), Dhaka-1000

Department: Business Development

Duties/Responsibilities:

1. Responsible for official correspondence, systematic file management, interaction with client.
2. Handle a wide variety of executive tasks.
3. Ensure petty cash, Cash management properly maintained.
4. Check daily bill, voucher, expenditure & requisition.
5. Able to handle all banking tasks.
6. Execute the recovery strategy for achieving the organizational goal.
7. Regular meeting & counseling with the clients.
8. Communicate with foreign suppliers.
9. Collecting & Sorting Client Quarry.
10. Follow up the Priority based client.
11. Identifies objectives, strategies and action plans to improve short- and long-term sales and earnings.
12. Daily report to top management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	National University	CGPA:3.44 out of 4	2015	1 YEAR
BBA	Marketing	National University	CGPA:2.82 out of 4	2013	4 YEARS
HSC	BUSINESS STUDIES	GOVT. BANGLA COLLEGE	CGPA:3.6 out of 5	2007	2 YEARS
SSC	SCIENCE	UTTAR KAFRUL HIGH SCHOOL	CGPA:3.63 out of 5	2005	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
GENERAL SPOKEN & WRITTEN ENGLISH COURSE.	MOST EFFECTIVE COURSE FOR GENERAL & OFFICIAL CONVERSATION.	FM METHOD	BANGLADESH	1/1 EAST RAZA BAZAR, FARMGATE, DHAKA-1215	2012	2 MONTHS
Advance Certificate Course in Computer Application.	Computer Fundamentals, Windows, Ms- Word- With Bengali & English Typing, Ms- Excel, Ms- Access, Ms- PowerPoint, Hardware Concepts, Internet & Project Work Etc.	NATIONAL YOUTH TRAINING ACADEMY (NYTA)	Bangladesh	Head Office: Shamibagh at Jatrabari.	2011	3 Months
GENERAL SPOKEN ENGLISH COURSE.	DAILY CONVERSATION ELIGIBILITY.	INSTITUTE OF MODERN LANGUAGES.	BANGLADESH	UNIVERSITY OF DHAKA	2011	3 MONTHS

Professional Qualification:

Certification	Institute	Location	From	To
Communication is an Art	Prime Finance & Investment Ltd.	63, Dilkusha, C/A, (3rd floor), Dhaka-1000.	October 28, 2017	October 29, 2017
Foundation Course for Entry Level Officer	Bangladesh Leasing & Finance Companies Association	Sara Tower, Toyenbee Circular Road, Dhaka-1000	October 24, 2017	October 26, 2017
NEWS PRESENTATION COURSE.	BANGLADESH INSTITUTE OF JOURNALISM AND ELECTRONIC MEDIA.	KATABON	January 5, 2012	February 6, 2012
MARKETING IS EVERYTHING.	DHAKA CHAMBER OF COMMERCE & INDUSTRIES.	MOTIJHEEL	July 18, 2010	July 23, 2010

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 33128
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales
 Preferred District : Cumilla, Dhaka, Laxmipur, Narayanganj
 Preferred Country : Germany, Italy, Australia, Canada, Czech Republic, Denmark, Switzerland
 Preferred Organization Types : Banks, Investment/Merchant Banking, Manufacturing (Light Engineering & Heavy Industry), Event Management, Development Agency, Trading or Export/Import, Multinational Companies, Embassies/Foreign Consulate, Buying House, Indenting Firm, Real Estate, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Advertising & Promotion • Business development • Corporate Marketing • Distribution/ Supply Chain Management • FMCG Sales & Marketing • International/ Export Marketing • Market Research • Real Estate Marketing 	Real experiences about maintain admin works & customer service.

Extra Curricular Activities:

Additional Job Qualities: â€¢ Self-motivated , Energetic & Hard working â€¢ Good Command on presentation skills â€¢ Strong leadership skill â€¢ Good communication and interpersonal skill â€¢ Capability to work independently â€¢ Well conversant with MS Office applications, internet browsing, etc â€¢ Should have excellent communication skill both in Bangla & English â€¢ Problem solving capability & `Can Do` attitude.

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	Medium	Medium

Personal Details :

Father"s Name : A. T. M. SAYEDULLAH
Mother"s Name : SUMSUN NAHAR
Date of Birth : February 4, 1990
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : Village: Noagaon, P.O.: Noagaon Bazar, P.S.: Ramganj, Dist.:
Lakshmipur, Ramganj, Ramganj, Laxmipur 3720
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: MD. HABIBUR RAHMAN	Monjurul Islam Hazari
Organization	: Prime Finance & Investment Ltd.	Eastern Bank Ltd.
Designation	: MANAGER 99, Mohakhali, Ambon	Asistant Vice President
Address	: Complex, (6th Floor), Dhaka-1212	Banani Branch, House-78, Road No. 11, Banani, Dhaka.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01787-671052	01717-741479
EMail	:	
Relation	: Professional	Professional
