

Last Updated : **March 27, 2018**

## **MARUF AHMED**

Address: House no 44 ,Road 18 ,Nikunjo-2, Khilkhet, Dhaka  
Mobile : 01717674447  
email:maruf.3bro@gmail.com



### **Career Objective:**

A suitable position in a company or organization to develop skill and enhance professionalism in the context of globalization .

### **Career Summary:**

Physical: Height- 5â€² 11â€³ , Weight- 69 Kg.

Blood Group: O (+ve)

### **Special Qualification:**

Experience on : Administration , customer service , Accountant,  
Graphic design .

### **Employment History:**

**Total Year of Experience : 5.3 Year(s)**

#### **1. Genaral manager ( March 1, 2015 - February 28, 2018)**

##### **STs IT**

Company Location : House no 5,Road No 5 Nikunjo 2 kilkheth dhaka

Department: Administration

##### **Duties/Responsibilities:**

To communicate with American office staff and administration to solve any kind of issues on house preservation work and administrative work.

#### **2. Customer Service Executive ( February 25, 2012 - June 30, 2014)**

##### **Kazi it center**

Company Location : House no 1,Road 11,Nikunjo2,Kilkhat,Dhaka

Department: Miken construction

##### **Duties/Responsibilities:**

To give information about company or make report and send Bank of America ,Out bonding call receive etc.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
LL.M	Law	Southeast University	CGPA:3.19 out of 4	2012	One year
LL.B(Hon`s)	Law	Metropolitan University, Sylhet	CGPA:2.95 out of 4	2010	-
HSC	Humanities	Dhaka Daksin High School & College ,under Sylhet Board	CGPA:3.2 out of 5	2006	-
SSC	Humanities	Fulshaind High School ,under Sylhet Board	CGPA:1.88 out of 5	2004	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Introduction to Computer Application	Microsoft Office ,Photoshop ,graphics designing ,It.	BCC	Bangladesh	Sylhet	2011	six month

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 30000  
 Expected Salary : Tk. 16,000  
 Preferred Job Category : General Management/Admin, IT/Telecommunication,  
 Law/Legal  
 Preferred District : Dhaka, Gazipur, Sylhet  
 Preferred Country : India, Japan, New Zealand, Austria, Canada, Hong Kong  
 Preferred Organization : Banks, Telecommunication, Govt./ Semi Govt./ Autonomous  
 Types body, NGO, Shipping, Consulting Firms, Airline, Tea Garden,  
 Immigration & Education Consultancy Service, Law Firm,  
 Group of Companies, Call Center

### **Specialization:**

I am Maruf Ahmed , As a General Manager 4 years of experience I am Administrative Expert

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Sylhoti Local	High	High	High

### **Personal Details :**

Father"s Name : Moin Uddin  
 Mother"s Name : Rani Begum  
 Date of Birth : April 22, 1987  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Muslim  
 Permanent Address : Village:Fulshaind,P/O: Fulshaind,P/S Golapgonj,Sylhet  
 Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Foyed Ahmed	Muhaimin bappi
Organization	: Anwar Ispat Ltd	Sylhet judge court
Designation	: Deputy General	Advocate
Address	: Baitul Hossain Building 27, Dilkusha, Dhaka-1000	Raynogor ,sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01716893890	01717848418
EMail	:	
Relation	: Relative	Professional

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