

Last Updated : **July 18, 2018**

MD.SARWAR KHAN

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Career Objective:

To work with dedication for any organization that best caters my talent. I have keen interest in that area of profession where I can make worthy use of my potentiality and I can enjoy my work most.

Career Summary:

Able to build highly motivated management teams focused on achieving revenue goals. Keep up-to-date with changes in the industry through continuing professional development (earned MBA in Marketing designation).

Special Qualification:

- *Communication Skills
- *Honesty.
- *Technical Competency
- *Work Ethic
- *Flexibility
- *Determination and Persistence
- *Ability to Work in Harmony with Co-Workers
- *Eager and Willing to Add to Their Knowledge Base and Skills
- *Problem-Solving Skills
- *Loyal

Employment History:

Total Year of Experience : 5.4 Year(s)

1. **Assistant Manager & Branch In-Charge (October 11, 2014 - Continuing)**

Boshundhara Motors

Company Location : Dorgah Gate ,Sylhet

Department: Administration,Sales and Marketing

Duties/Responsibilities:

Monitoring & Manage All Kinds of work.

2. **Administrator and Marketing Officer (April 5, 2013 - July 30, 2014)**

Midlands Academy of Business & Technology

Company Location : UK. Branch Have in Bangladesh.Sylhet

Department: Marketing

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	Sylhet International University, Sylhet	CGPA:3.33 out of 4	2015	1 Year
BBA	Marketing	Sylhet International University, Sylhet	CGPA:3.1 out of 4	2013	4 Years
HSC	Business Studies	Sylhet Commerce College	CGPA:4.2 out of 5	2008	2 Years
SSC	Humanities	Novigonj High School	CGPA:3.38 out of 5	2006	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Sales Development	Sales and Marketing	Niloy motors Limited	Bangladesh	Sylhet	2015	7 days
Computer training	basic	Youth Development institute,Sylhet	Bangladesh	Sylhet	2010	1 year

Professional Qualification:

Certification	Institute	Location	From	To
Internship	Standard Bank Limited	Sylhet Branch	April 1, 2013	June 30, 2013

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 12,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales
 Preferred District : MoulaviBazar, Sylhet
 Preferred Organization : Banks, Direct Selling/Marketing Service Company, Automobile Types

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Administrative/ Executive • Area/ Territory Marketing

Extra Curricular Activities:

*Attend workshop and also doing small business belongs to our course. * Sports *
 Volunteering & fundraising *Foreign languages *Professional societies and programs

Language Proficiency:

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

Personal Details :

Father"s Name : Md.Ishaque Khan
Mother"s Name : Mrs.Shirin Akther
Date of Birth : January 10, 1991
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill:Jabda. P.O:Bhukshimoil.P.S: Kulaura. Dist:Moulvibazar
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Professor Dr.Taj Uddin	Abdul Latif
Organization	: Sahjalal University of science & Technology	Sylhet International University
Designation	: Professor	Associate Professor
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Relation	: Academic	Academic
