

Last Updated : **December 10, 2017**

MD.SHAHRIAR SIDDIQUEE.

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Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self development and help me achieve personal as well as organization goals.

Career Summary:

I am working a Renown Multinational Company name Abans group (www.abansgroup.com) I also worked at Hitachi as a Branch Manager. I worked as a Deposit Associate officer at United Leasing Company ltd. East Dorga Gate at Sylhet. I worked as a customer service Officer in phoenix securities ltd sponce 21st Nov 2010 to 16th April 2012 in Sylhet Branch. I completed my Graduation on 2001 from Madon Mohan College from Sylhet.

Special Qualification:

I completed my IT Diploma from NIIT (Programing one Year) in Sylhet.

Employment History:

Total Year of Experience : 8.9 Year(s)

- 1. Senior Officer & Incharge (November 29, 2016 - Continuing)**

AB Securitas Bangladesh Ltd.

Company Location : Sylhet

Department: Cash Management Services

Duties/Responsibilities:

Implement & ensure overall quality control of Branch Operations as per guidelines, vision of Business Division & company.

Ensure overall quality, implementation of all operating, security & safety procedures, service delivery standard & time etc related to all Cash Services product related operational activities.

Ensure that requisition for uniform and any other logistic support are processed and submitted to the HR Department in advance for timely delivery.

Responsible for entire safety, security and any loss / criminal / Administrative offenses of the branch.

Develop & built customer relationship.

Ensure periodic courtesy branch customer visits, not limited to but minimum three visits a week.

Prepare a Business Development & yearly budget achievement plan for Cash Management Services.

Ensure proper & on time submission (Preferably by last day of the month but no later than 1st day of the next month) of monthly or one off branch invoice related information to Cash Management Services main office.

2. Branch Manager (April 28, 2014 - Continuing)**Hitachi**

Company Location : Al fazal plaza Darshan Dawri Ambor khana, Sylhet

Department: Management

Duties/Responsibilities:

Following up new business opportunities.

Formulating marketing strategies for increasing sales.

Communicating with business clients regularly.

Directing sales team to achieve sales target.

Training and development of sales team.

Visiting to dealers all around Bangladesh.

Formulating new promotional activities and guiding in brand promotional campaigns.

Conduct market survey and data collection for new product design.

Analyze channel performance and determine area strategy.

Execute trade activities to promote company products & features.

Arrange & Maintain promotional activities.

Willing to extensive travel

3. Officer SME (May 1, 2012 - May 30, 2013)

United Finince

Company Location : Dorga Gait Sylhet Branch

Department: SEM Laybilaty

Duties/Responsibilities:

To take responsibility to achieve target Collection.

Candidates must have motivational capability

Understand the basic dynamics of the market and stock valuation methodologies.

Should be capable to develop team & ability to lead Trade team.

Should have Effective communication skills both in English and Bengali

Maintain good relationships with the Business Clients to ensure continuous business growth.

Work for Business Clients satisfaction in terms of highest quality of service.

4. customer service Officer. (November 21, 2010 - April 14, 2012)**phoenix Securities Limited**

Company Location : Sylhet Branch.

Department: customer service

Duties/Responsibilities:

To meet our continuous expanding business growth we are looking for the capable, competent, qualified as well as ambitious personnel to fill out the above position.

Share Trading.

Marketing & Communicating with Clients.

Exceptional ability to promote company success by being courteous to customers, company associates, through a professional appearance and by having a positive attitude.

New Client acquisition from open market.

Generate and achieve brokerage targets.

Offer high quality customer service in a professional manner.

Maintaining and developing relationships with existing customers in person.

Any other responsibilities assigned by the Management

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.A. pass	Arts	National University	Second Class, Marks :47%	2001	2 year	2nd Division
HSC	arts	Madon Mohan College, Sylhet	Third Division, Marks :38%	1999	2 years	3rd. Division
SSC	science	Sylhet Govt Pilot High School.	First Division, Marks :66%	1994	12 years	First Division

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Air line Reservation	e-Reservation	Travel Port U.K.	Bangladesh	Sylhet	2008	3 Days

Professional Qualification:

Certification	Institute	Location	From	To
computer Programming	NIIT	Sylhet	May 1, 2001	December 20, 2001

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 22000
Expected Salary : Tk. 25,000
Preferred Job Category : General Management/Admin, IT/Telecommunication,
Marketing/Sales
Preferred District : Sylhet
Preferred Organization : Telecommunication
Types :

Extra Curricular Activities:

I recognize with WORLD SPAN (U.S. baize) System.

Language Proficiency:

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

Personal Details :

Father"s Name : Md.Mashud Siddiquee.
Mother"s Name : Raushon ara begum.
Date of Birth : May 15, 1978
Gender : Male
Marital Status : Married
Nationality : Bangladeshei
Religion : Islam.
Permanent Address : Tikor para, Rajonigondha-9, P.O. Dist Sylhet.
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mahfuzul Hasan.	Talat Ahmed
Organization	: Bangladesh Air Force Dhaka.	Sonali Bank Ltd.
Designation	: Squadron Leader	Principal Officer
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Relation	: Relative	Relative
