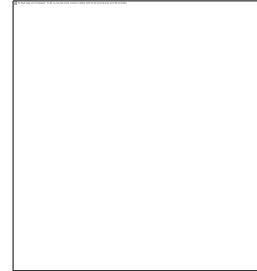


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : ***April 29, 2013***

## **MD. MAKSUDUR RAHMAN**

Address: C/O: Eng. Md. Shatab Uddin, (RHD) Dormitory Quartar, New Airport Road, Kakoli, Banany, Dhaka.  
Office Phone :01916052632  
Mobile : 01681717843  
email:maksud.rahman1985@gmail.com, amirul2211@gmail.com



### **Career Objective:**

To work for an organization that offer scope for development of carrier and proper opportunity to one's capacity

### **Career Summary:**

1. Marketing Executive Cum In-charge : DDMC (Development of Deprived Mother & Children.
2. Map Locator. Intelligent & Image Management Ltd. ( IIML)
3. Asst. Officer (Store): Shah Cement Mukterpur Munshiganj.
4. Sales Executive : Muslim Aid -UK.

### **Special Qualification:**

1. Computer Office Program.
2. Internet Browsing.

### **Employment History:**

**Total Year of Experience : 8.4 Year(s)**

#### **1. Marketing Executive cum In-charge ( January 1, 2011 - Continuing)**

##### **DDMC (Development of Depreved Mother & Cheldren**

Company Location : Dhaka

Department: Marketing & Commercial Supply Chain.

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

Preparing Purchase Orders for the Procurement Department.

Materials Order Placement ( Preferable cartons,elastics,gum tapes,interlinings etc.) to the suppliers.

Comprehensive Follow up & Monitoring with the concerned suppliers,factories of Palmal Group & the Merchandisers.

Proforma Invoice (PI) & LC Processing & Monitoring with the Accounts.

#### **2. Researcher ( March 1, 2010 - September 7, 2010)**

##### **Intelligent & Image Management Ltd (IIML)**

Company Location : Dhaka

Department: Research

#### **3. Asst. Officer (Store) ( June 1, 2009 - March 30, 2010)**

**Shah Cement.**

Company Location : Mukterpur, Munshiganj.

Department: Accounts

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.B.S	Management	National University	Second Class, Marks :59.81%	2008	1 Year
B.B.S	Management	National University	Second Class, Marks :50%	2007	4 Year's
HSC	Commerce	Govt. H.S.S. College Magura.	CGPA:2.9 out of 5	2003	2 Year's
SSC	Science	Acadami School, Magura.	CGPA:3 out of 5	2001	1 Year

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Knoledge	Microsoft Office Program & Internet Browsing	Muslim Aid - Uk .	Bangladesh.	Dhaka.	2009	6 months

**Career and Application Information:**

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 25,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, General Management/Admin
Preferred District	: Comilla, Dhaka, Faridpur, Jessore, Khulna
Preferred Country	: American Samoa, Australia, Austria
Preferred Organization Types	: Event Management, Trading or Export/Import, Market Research Firms, Buying House, Travel Agent, Group of Companies, Call Center, Cement Industry

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>Marketing.</li></ul>

**Language Proficiency:**

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

**Personal Details :**

Father's Name : Md.Shaidur Rahman  
 Mother's Name : Mrs. Anowara Begum  
 Date of Birth : July 3, 1985  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill: Parla, Dist:+P/S+Post: Magura.  
 Current Location : Dhaka

#### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Ahsan Habib	Md. Kamruzzaman
Organization	: Govt.	Muslim Aid (UK)
Designation	: Assistant Lacturer	Asst. Director
Address	: Shatkhira Govt College	Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01556337039	01841246337
EMail	:	
Relation	: Academic	Relative
Name	: Md.Shahab Uddin Ahmed	
Organization	: Banglalion Communications Ltd	
Designation	: Executive (A & F)	
Address	: 52 Gulshan Avenue Siver Tower Dhaka-1212	
Phone (Off.)	: 01924229139	
Phone (Res.)	:	
Mobile	: 01924229139	
EMail	: shahab.ahmed@banglalionwimax.com	
Relation	: Family Friend	