

Applied For: **Wordpress Developer**

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MD. RAFIQUUL ISLAM

Address: House # 07, Road # 01 Kallayanpur, Dhaka-1207
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Career Objective:

Working with vision oriented constructive plan to serve an organization with a view to getting the introgression to the banking activities with administrative capability, strong communication, interpersonal & managerial skill.

Employment History:

Total Year of Experience : 5.2 Year(s)

1. **Asst. Manager (May 13, 2014 - Continuing)**

Myone Electronics Industries Ltd

Company Location : Shaikh Plaza, Mirpur- 1, Dhaka - 1216

Department: Showroom

Duties/Responsibilities:

1. Assign specific duties to sales and marketing.
2. Monitor Sales Activities to ensure that customers receive satisfactory services.
3. To collect due loan from Selected dealer.

2. **Junior Executive (January 1, 2013 - April 30, 2014)**

Standard Chartered Bank Limited

Company Location : Gulshan-01, Dhaka

Department: Loan Division

Duties/Responsibilities:

Responsibility:

a. Main Responsibility:

Ensure portfolio quality by selecting appropriate client

Act as the single point of contact between the Bank and customers/stakeholders

b. Additional Responsibility : Balancing, Checking of Cash Register, Cash packing & Handling, etc.

3. **RSS (October 18, 2012 - December 31, 2012)**

Dhaka Tobacco

Company Location : Jamalpur

Department: Marketing

Duties/Responsibilities:

- Resolve departmental operational problems; serve as central focal point with Management.
- Evaluate the performance of Sales staffs.

- In charge for a number of operational and administrative activities

4. **Field Supervisor (FS) as a part-time. (December 17, 2010 - January 6, 2011)**

Survey Research Group of Bangladesh (SRGB)

Company Location : Banani, Dhaka

Department: Research

Duties/Responsibilities:

Data Collection on English for Procurement, Monitoring & Evaluation

In Those Agency.

*Local Government Engineering Development.

*Roads & High Way Division.

*Bangladesh Water Development Board.

*Rural Electric Board™™

Daily field Report writing on English & Team Co-ordinate.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MSS	Sociology	National University	Second Class, Marks :47%	2009	1
BSS (Hons)	Sociology	National University	Second Class, Marks :45%	2008	4
HSC	Humanities	Govt Titumir College Dhaka	CGPA:2.6 out of 5	2003	2
SSC	Science	Khubjipur High School	Second Division, Marks :55%	1999	2

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 15000
Expected Salary	: Tk. 25,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Marketing/Sales
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Germany, Greece, Italy, Japan, Australia, Belgium, Brazil, Canada, Cyprus, France
Preferred Organization Types	: Banks, Multinational Companies

Language Proficiency:

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

Personal Details :

Father's Name : Md. Shamsul Haque

Mother's Name : Mrs :Maleka Begum
Date of Birth : November 24, 1983
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill:Telkupi, Post: Khubjipur, P.S:Gurudaspur Dist:Natore.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md.Shariful Islam.	Md. Hafizul Haque
Organization	: Ministry of Agriculture	Jamuna Bank Ltd
Designation	: Publication & Liaison Officer	Vice President (VP)
Address	: Krishi Khamar Sarak, Dhaka	Head Office, Motijheel, Dhaka
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Relation	: Family Friend	Family Friend