

Last Updated : **December 12, 2018**

## **MD. RIASHAT AZIM**

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### **Career Objective:**

To pursue a challenging career at starting/mid-level sector of company and utilize my skills and experiences to make extensive contribution to company's long-term goal.

### **Special Qualification:**

- Hard worker, quick learner & ability to finish the task in deadline.
- Work well under pressure as a team member.
- Polite, respectful, efficient & flexible.
- Talented in problem solving.
- Committed to providing total quality work.

### **Employment History:**

**Total Year of Experience : 6.3 Year(s)**

#### **1. Sr. Executive ( January 1, 2017 - Continuing)**

##### **Global Brand Pvt. Ltd.**

Company Location : 9/A, Panthapath, Dhaka.

Department: Corporate Sales

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

1. Develop, build, and manage a client base of corporate accounts.
2. Oversee the sales process at each stage from quote to purchasing to fulfillment and follow up.
3. Target new and existing accounts within the Lotteries, Oil & Gas, Construction, Government, and Educational sectors for new business.
4. Prospect new clients via sales calls, direct mail, email and networking events.
5. Analyze sales trends, track unit sales, and generate gross margin reports.
6. Generate monthly budgets and sales forecasts.
7. Investigate and troubleshoot customer service issues.
8. Also works as a adviser of IT Infrastructure.
9. Also works as a IT consultant.

#### **2. Executive-OBd ( September 1, 2016 - December 31, 2016)**

##### **Systems Solutions & Development Technologies (SSD-TECH)**

Company Location : KA - 32/6, Progoti Sharoni, Gulshan, Dhaka-1212.

Department: VAS

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

- Service test.
- Data analysis.
- Reporting about service performance, activities, etc.
- Service development planning, ideas.
- finding problems & taking necessary steps.
- Data finding from Sql server by executing query.

3. **Sponsorship Assistant. ( January 1, 2016 - August 31, 2016)**

**Educo (Education & Development Foundation)**

Company Location : Road No: 138, House No: 12, Gushan-1, Dhaka-1212.

Department: Sponsorship

**Duties/Responsibilities:**

- Have to create schedule for the file, update photo and campaign.
- Organize weekly chronogram for campaign.
- Code of school registration forms for pedagogical artwork collection.
- Preparing the field visit timeline and coordinating with the schools.
- School visit for the elaboration of the pedagogical artworks, faze I.
- Classifying and reviewing the pedagogical artworks.
- School visit for the elaboration of the pedagogical artworks, faze II.
- Compiling the lists of update photos from web archive.
- Prepare mail, gifts, files information and transfer to software.
- Design and develop artwork project proposal for pedagogical artwork collection.

4. **Sales Executive ( February 14, 2014 - November 30, 2015)**

**Smart Technologies (BD) Ltd**

Company Location : Yakub South Center, 156 Mirpur Road (2nd Floor), Lake Circus, Kalabagan, Dhaka-1205.

Department: Sales & Marketing

**Duties/Responsibilities:**

Distribution sales, sales oriented profession, planning how to increase dealer and build a good relation with them

5. **Associate IT Support Specialist ( August 1, 2012 - January 31, 2014)**

**Data-edge limited**

Company Location : 139, Motijheel C/A, Dhaka 1000.

Department: IT Support

**Duties/Responsibilities:**

- Hardware troubleshooting. - Office network deployment. - Maintenance of domain server and ID creation. - Data centre monitoring and maintenance. - IP configuration. - Network printer/scanner installation and troubleshooting. - Desktop or Laptop problem find out expertise.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bsc in EEE	Telecommunication	Stamford University Bangladesh	CGPA:2.74 out of 4	2012	2007-2011
HSC	Science	Govt. Technical School and College, Saidpur, Nilphamari.	CGPA:3.7 out of 5	2006	2003-2004
SSC	Science	Sujapur High School, Phuilbari, Dinajpur	CGPA:3.75 out of 5	2003	2001-2002

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Data Analysis & Reporting using MS Excel	1. Chart Trend line, 2. Conditional Formatting, 3. Data Validation, 4. Dynamic Dashboard, 5. Forecasting, 6. Function of VLOOKUP & Match-Index, 7. Function SUMIFS, 8. Macro, 9. Pivot Table & Pivot Chart, 10. Scatter Chart, 11. Table-Named Ranges.	Disk Dialogue under SSD-TECH	Bangladesh	KA - 32/6, Progoti Sharoni, Gulsha, Dhaka-1212.	2016	2days
Internship as Asst. RF Engineer		Delta Telecommunication Ltd.	Bangladesh	DOHS, Baridhara.	2010	Three Months.

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 12,000  
 Preferred Job Category : IT/Telecommunication, Marketing/Sales, NGO/Development, Data Entry/Computer Operator  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Germany, United States, Canada, France, Kuwait, United Arab Emirates  
 Preferred Organization Types : IT Enabled Service, Computer Hardware/Network Companies, NGO, Multinational Companies, Public Relation Companies, Market Research Firms, Consulting Firms, Electronic Equipment/Home Appliances, Group of Companies

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>MS Word/ Excel/ PowerPoint/ OneNote</li> <li>Windows XP/ 2000/ ME/ 98</li> <li>IT Support Service</li> </ul>	Hardware Troubleshooting Microsoft Operating Systems: Windows XP/Vista/7/8/10. Office: MS Word/Excel/PowerPoint/Publisher Others: TEMS8.0, MapInfo 8.5 . Project managed the implementation of IT infrastructure for software development branch of data-edge limited Karwan Bazaar, Dhaka distribution centre within 01 month deadline.

### **Extra Curricular Activities:**

Participated in a Seminar on IEEE Conference arranged by EEE Department , Stamford University, Bangladesh.

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Md. Abdur Razzaque  
Mother"s Name : Most. Lili Bilkis  
Date of Birth : January 1, 1989  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Uttar Sujapur, Phulbari, Phulbari, Dinajpur 5260  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Dr. Md. Nurul Islam. UHFPO	Md. Emam Ali Hayder
Organization	: Fulbari Upazila Health Complex, Dinajpur.	Global Brand Pvt Ltd
Designation	: Upazila Health and Family Planning Officer	Manager
Address	: Uttar Sujapur, Fulbari, Dinajpur.	Plot # 32/B, Nigar Plaza (flat # 5/A, 5th Floor) Road # 2, Sector # 3, Rajlaxmi , Uttara, Dhaka-1230.
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Relation	: Relative	Professional

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