

Last Updated : **February 26, 2014**



MD. SAIDUR RAHAMAN BHUIYAN

Address: "Boro Bari", Dharmapur (west chowmuhoni), Comilla.
Home Phone: 01726422587
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Career Objective:

Position requiring innovative, challenging employment that will utilize educational qualification and professional skills and offer advancement opportunity for the field.

Special Qualification:

Course completed on English Language. Course completed on Computer Application (Microsoft Office, Photoshop), Database Management and Programming for Social Science. Have good knowledge of using Internet & e-mail.

Employment History:

Total Year of Experience : 8.8 Year(s)

1. Branch Manager (September 1, 2013 - Continuing)

Friends In Village Developmet of Bangladesh (FIVDB)

Company Location : Khadimnagar, Sylhet.

Department: Integreted Financial Services Programme (IFSP)

Duties/Responsibilities:

Run Branch activities according to Organizations policy on a fixed Territory.
Coordinate and Supervise Branch team.

2. Project Associate (May 28, 2012 - July 31, 2013)

Friends In Village Development Bangladesh (FIVDB)

Company Location : Khadimnagar, Sylhet.

Department: Juvenile Justice Programme (JJP)

Duties/Responsibilities:

Arrange & attain Task Force meetings at assigned project area for Juvenile Justice.
Implement project activities at assigned project area.
Liaison with Donor and Government Officials of District and Upazilla level.

3. Assistant Manager (October 1, 2010 - November 30, 2011)

Right Solution Limited

Company Location : Eastern Plaza (2nd floor), Ambarkhana, Sylhet.

Department: Customer Relations

Duties/Responsibilities:

Monitoring and maintaining Customer Relation and look after the business.
Maintain liaison with client and keep update of client's product delivery.
Provide pricing information about products to clients and authority.
Monitoring the Sales & Marketing of Broker House (Commissioning agent of UFTCL, Sylhet), sub business of Right Solution Limited.
Reporting to Manager/Managing Director.

4. Senior Executive (August 1, 2009 - September 30, 2010)

Right Solution Limited

Company Location : Eastern Plaza (2nd floor), Ambarkhana, Sylhet.

Department: Customer Relations

Duties/Responsibilities:

Maintaining Customer Relation and look after the business.

Maintain liaison with client and keep update of client's product delivery.

Provide pricing information about products to clients and authority.

Maintaining the Sales & Marketing of Broker House (Commissioning agent of UFTCL, Sylhet), sub business of Right Solution Limited.

Reporting to Manager.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.S.S	Social Work	Shahjalal University of Science & Technology	CGPA:2.65 out of 4	2008	1 year
B.S.S(Hons)	Social Work	Shahjalal University of Science & Technology	CGPA:2.88 out of 4	2007	4 years
HSC	Science	Comilla Victoria Government College, Comilla.	CGPA:3.1 out of 5	2003	2 years
SSC	Science	Comilla Zilla School, Comilla.	CGPA:4 out of 5	2001	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Field Work for M.S.S		SSKS	Bangladesh	Sylhet	2010	60 working days.
Field Work for B.S.S(Hons)		VARD	Bangladesh	Sylhet	2009	60 working days.

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 14,000
Preferred Job Category : Marketing/Sales, NGO/Development
Preferred District : Anywhere in Bangladesh.
Preferred Country : Australia, Canada, Swaziland
Preferred Organization : Banks, Investment/Merchant Banking, Telecommunication, Advertising Agency, NGO, Development Agency, Multinational Companies, Embassies/Foreign Consulate, Airline, Tea Garden, Group of Companies, Tobacco

Specialization:

Extra Curricular Activities:

• Good representation ability. • Good managerial ability. • Leadership ability in teamwork. • Enthusiastic in challenging working field.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium

Personal Details :

Father"s Name : Md. Khalilur Rahaman Bhuiyan
 Mother"s Name : Nazma Akhter
 Date of Birth : December 27, 1985
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- Ghilatala, PO-Ghilatala Darbar Sharif, PS- Burichong, Dist- Comilla.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Tulshi Kumar Dash	A.K.M. Mustofa Kamal
Organization	: Shahjalal University of Science and Technology	Janata Bank Limited
Designation	: Professor	Deputy General Manager
Address	: Department of Social Work, SUST.	Area Office, Comilla.
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Mobile	: 01716120886	01718118055
EMail	:	
Relation	: Academic	Family Friend
