

MD. SALEH AHMED

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Career Objective:

I have a strong desire to utilize my knowledge, capacity and experience acquired so far to contribute in the social and economic advancement of Bangladesh.specially in a developing country like ours. I am prepared to carry on my profession.

Career Summary:

i was started my job with Classic Computer as a computer hardware engineer than i join global trade corporation as a office executive..... today after 6 years i am a Manager of Admin & Assistant Accountant. I learn a lot from this company. They tech me how to do work perfectly and how to talk people nice & Beautifully. now i am looking for new job beca they can `t afford me of my preferable salary.

Special Qualification:

Billing, Making Quotatio and Other Office Work. i have all the knowledge to work all sort of tender like: e-gp tender, Open tender & RFQ. I have honesty and i love to do my duty properly

Employment History:

Total Year of Experience : 6.9 Year(s)

1. Manager Admin/ Assistant Accountant (February 15, 2012 - Continuing)

Global Trade Corporation

Company Location : Elegant Shopping Mall, Zindabazar, Sylhet

Department: Admin

Duties/Responsibilities:

I Know Any Type of Work in Microsoft Office (Word, Excel, Power Point)

Billing, Making Quotatio and Other Office Work.

i have all the knowladge to work all sort of tender like: e-gp tender, Open tender & RFQ.

Also

Make Quotation & Bill

Guild all Workers

help Accountant for Account

Profit maximization

Productivity Improvement

Efficiency Development

Employers Branding

Reputation of the organization

Employee Motivation

Cost Reduction

Business increase

Customer Satisfaction and others.

2. Computer Hardware Engineer (January 11, 2011 - January 5, 2012)

Classic Computer

Company Location : Galleria Shopping Center, Zindabazar, Sylhet

Department: Computer Hardware Engineer

Duties/Responsibilities:

Computer Repairing & Service

PC Assambling

Computer Problem Detect & Solution

All Sort of Computer Hardware Work

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Administration (BBA)	Management	National University (Modon Mohan College/university) Sylhet	CGPA:2.79 out of 4	2017	session 2011-2012 to 2016-2017 (04 years)	I got CGPA 2.79 (B-) on BBA honors in Management
HSC	Commerce	Modon Mohan College	CGPA:4 out of 5	2011	2 Year	I got GPA 4.00 on HSC 2011
SSC	Science	The Aided High School	CGPA:4 out of 5	2009	-	I got GPA 4.31 on SSC 2009

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office & Hardware		National Youth Development Training Institute	Bangladesh	Sylhet	2010	6 Months
Industrial Electrical & Electronics		UCEP	Bangladesh	Sylhet	2010	01 Year
Spoken English		Saifur`s	Bangladesh	Sylhet	2009	03 Months

Professional Qualification:

Certification	Institute	Location	From	To
Admin/Assistant Accountant	Global Trade Corporation (Office & Security Equipment Supplier)	Sylhet	February 15, 2012	May 18, 2017
Computer Hardware Enginner	Classic Computer & Technology	Sylhet	February 10, 2011	January 30, 2012

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 12000
 Expected Salary : Tk. 15000
 Preferred Job Category : Education/Training, General Management/Admin, Marketing/Sales
 Preferred District : Sylhet

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Computer Skill 	I Know Any Type of Work in Microsoft Office (Word, Excel, Power Point). Billing, Making Quotatio and Other Office Work i have all the knowladge to

<ul style="list-style-type: none"> • Consumer Durables - Sales & Marketing • communication • MS Office & Com Hardware 	work all sort of tender like: e-gp tender, Open tender & RFQ. I also know any thing about computer Hardware & Software.
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Extra Curricular Activities:

I Know Any Type of Work in Microsoft Office (Word, Excel, Power Point). Billing, Making Quotatio and Other Office Work. i have all the knowladge to work all sort of tender like: e-gp tender, Open tender & RFQ. I also know any thing about computer Hardware & Software.

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	High	Medium

Personal Details :

Father's Name : soibur rahman
 Mother's Name : ayesha khanam
 Date of Birth : August 13, 1991
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 National Id No. : 19919196205000051
 Religion : Islam/Muslim
 Permanent Address : Village: Gorgoria P.O: Lama Toker Bazar P.S: Jogonnathpur District: Sunamgonj Division: Sylhet
 Current Location : Sylhet Sadar