

Last Updated : **June 17, 2014**



## **MOHAMMAD HABIBUL HAQUE**

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### **Career Objective:**

To pursue a challenging career in a dynamic organization where the opportunity to utilize my knowledge and experience will be valued for professional career development.

### **Career Summary:**

(a) As a Commercial Officer, RTT Textile Industries (Pvt.) Ltd, Export Processing Zone, Chittagong from December 2009 to September 2010.

(b) As a Data Entry Operator, Coats Bangladesh Ltd. October 2010 to December 2013.

(c) As a Sales Representative, Glaxo SmithKline, Sylhet January 2014 to March 2014.

(d) As a Distribution Operations Manager, AMBS Group, Sylhet, April 2014 to till Now

### **Special Qualification:**

Computing & Information Systems

### **Employment History:**

**Total Year of Experience : 9.0 Year(s)**

1. **Distributions Operations Manager ( April 1, 2014 - Continuing)**

**AMBS Publishers & Distributor Ltd.**

Company Location : Ittefaq Bhaban, Motijheel, Dhaka

Department: Admin

**Duties/Responsibilities:**

To maintain stock, Accounts(Sales & Purchase), Distribute the Product as Invoice

2. **Sales Representative ( January 1, 2014 - March 31, 2014)**

**GlaxoSmithkline**

Company Location : Dhaka

Department: Marketing & Sales

**Duties/Responsibilities:**

To take Order from customer

3. **Data Entry ( October 14, 2010 - December 31, 2013)**

**Coats Bangladesh Ltd**

Company Location : Sagarika, Chittagong

Department: STS

**Duties/Responsibilities:**

Receiving Job card, Entry the Data, Send GRP

4. **Commercial Officer ( December 1, 2009 - September 1, 2010)**

**RTT Textile Industries (Pvt) Ltd**

Company Location : CEPZ

Department: Export Import

**Duties/Responsibilities:**

Accounts, Proforma Invoice, Commercial Invoice, Purchase Order, Bill Of exchange etc

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Computing & Information System	Information Systems	Daffodil International University	Second Class	2008	4-years	Second Class
IADCS (International Advanced Diploma Computer Studies)	Internet Security	Daffodil Institute of IT	Second Division, Marks :65%	2006	One Year	Second Class
IDCS (InterNational Diploma in Computer Science)	Programming	Daffodil Institute of IT	Second Division, Marks :65%	2004	One Year	First Class
HSC	Science	City College Chittagong	Second Division	2000	2-years	Second Class
SSC	SCIENCE	Asta Mohamaya Pathshala High School, Chandpur	First Division	1996	1994-95	First Class

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 10500  
Expected Salary : Tk. 18,000  
Preferred Job Category : IT/Telecommunication, NGO/Development  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization Types : Telecommunication, Trading or Export/Import, Shipping, Logistic/Courier/Air Express Companies, Multinational Companies, Public Relation Companies, Hotel, Overseas Companies, Group of Companies

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium
Hindi	Low	Low	Medium

**Personal Details :**

Father"s Name : Mohammad Mojibur Rahaman  
Mother"s Name : Late Momotaz Begum  
Date of Birth : January 8, 1981  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : ISLAM  
Permanent Address : Manager Bari, Vill-Asta, P.O-Paikpara, P.S-Faridgonj,Chandpur  
Current Location : Sylhet

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mr. Shah Newaz Khan	Mr. Nure Alam talodar
Organization	: Alonkar Shopping Complex Babusai Kallan Sammitte	Bangladesh Chatra Kallan Trust
Designation	: President	Executive Director
Address	: Pahartali, Chittagong	Mirpur, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +88 01711 268116	+88 01742 700072
EMail	:	
Relation	: Others	Family Friend

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