

Last Updated : **June 23, 2018**

## **MOHAMMAD NASIF ISLAM PRAGGA**

Address: 66/1 Londoni Road, Shubid Bazar, Sylhet  
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### **Career Objective:**

To secure a position that will provide the opportunity to utilize my formal education and technical skill in innovative and challenging manner.

### **Career Summary:**

I would like to perform creative and innovative job within discipline job structure. And also would like to have a better position in an organization where an extraordinary capacity of generating new ideas, good concept and analytical competence is available. I am very much dedicated to do those works which gives me much freedom confront challenges as well as I can prove my worth.

### **Special Qualification:**

Graphic Design from (Illustrator, Photoshop, CorelDraw, Quark Xpress)  
Web Designing & PHP from (All types of Designing & Development, Including HTML, CSS, PHP, MYSQL, JOOMLA, WORDPRESS, Java script)

### **Employment History:**

**Total Year of Experience : 7.2 Year(s)**

1. **Junior Officer ( September 22, 2016 - Continuing)**

**National Bank Limited**

Company Location : Mirabazar

Department: Cash

**Duties/Responsibilities:**

- ïïï Cash Receive & Payment
- ïïï Maintaining Daily Supplementary
- ïïï Maintaining Daily, Monthly, Quarterly Report & Statement
- ïïï BACH Clearing(Inward & Outward), Pay order, Demand Draft
- ïïï Support in Loan recovery, Disbursement,
- ïïï Foreign Remittance, Account Opening & Overall Customer Service
- ïïï Other works to be done as per requirement / Office Order.

2. **Team Leader ( May 1, 2014 - June 5, 2016)**

**Staff India**

Company Location : House:34, Block: A, ABC Point, Shahjalal Uposhohor, Sylhet  
Department: Virtual Assistance

**Duties/Responsibilities:**

- ïïï Maintaining a Team as a Leader
- ïïï Providing IT service to Foreign Clients
- ïïï Market Research & Business Development
- ïïï Maintaining Team performance & All Kinds of Report
- ïïï Web development, Strategic Online Marketing

3. **Customer Relationship Officer ( February 1, 2014 - July 2, 2014)**

**Royal Homes Limited**

Company Location : Mirboxtula, Sylhet  
Department: Sales & Marketing

**Duties/Responsibilities:**

- ïïï Work with a Team for Sales of Real Estate Products e.g. Plots, Duplexes etc.
- ïïï Managing a revenue portfolio through EMI collection.
- ïïï Thriving to achieve a given revenue target at the optimum level.
- ïïï Brand Management, Relationship Marketing & Business Development.
  
- ïïï Work with a Team for Sales & Marketing
- ïïï Maintaining Customers Portfolio & Files
- ïïï Business Development & Planning
- ïïï Brand Management & Relationship Marketing

4. **Sales Associate(part time) ( July 2, 2010 - October 30, 2010)**

**Aarong, Dhaka**

Company Location : Dhanmondi  
Department: Sales Accessories

5. **Graphics Designer ( May 1, 2009 - June 30, 2010)**

**Sasmika IT Limited, Dhaka**

Company Location : Dhanmondi  
Department: Public Realation & Designing

**Duties/Responsibilities:**

Public Realation & Designing

6. **Sales Officer ( April 1, 2008 - February 1, 2009)**

**National Life Insurance Company**

Company Location : Dhaka

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration	Marketing	North East University Bangladesh	CGPA:3.79 out of 4	2014	1year	Skills about Branding, Accounting, Finance, HRM, Marketing, Management, Economics, Mathematics Etc.
Bachelor of Business Administration	Finance	America Bangladesh University	CGPA:3.51 out of 4	2011	4years	Skills about Accounting, Finance, HRM, Marketing, Management, Economics, Mathematics Etc.
HSC	Science	Sylhet Government College	CGPA:2.5 out of 5	2007	2	-
SSC	Science	Police Line High School Sylhet	CGPA:3.8 out of 5	2005	2	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in Information & Communication Technology	Programming, Web Design & Development, Graphics Design, Office Program, Hardware & Networking	Bangladesh Computer Council	Bangladesh	Upshohor, Sylhet	2015	6 month
Graphic Design & PHP	All types of Designing & Development, Including HTML, CSS, PHP, MYSQL, JOOMLA, WORDPRESS, Java script primary, Illustrator, Photoshop, CorelDraw, Quark Xpress,	Bangladesh Computer & Information Technology	Bangladesh	Dhaka	2008	3 month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Web Designing (PHP)	Saifurs	Dhaka	January 1, 2011	July 31, 2011

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 31000  
 Expected Salary : Tk. 10,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin  
 Preferred District : Sylhet  
 Preferred Country : Germany, New Zealand, United Kingdom, United States, Australia, Canada, Singapore, Switzerland, United Arab Emirates  
 Preferred Organization Types : Banks, Telecommunication, Software Company, Computer Hardware/Network Companies, NGO, Development Agency, Multinational Companies, Hotel, Airline, Tea Garden, Real Estate, Group of Companies

## **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• Customer Support/ Client Service</li><li>• Market Research</li><li>• Public Relation</li><li>• Accounts</li><li>• Administrative/ Executive</li><li>• MBA/ BBA</li><li>• Marketing</li><li>• Banks &amp; Financial</li><li>• Brand Promotion</li></ul>	<ul style="list-style-type: none"><li>• Cash Receive &amp; Payment</li><li>• Maintaining Daily Supplementary</li><li>• Maintaining Daily, Monthly, Quarterly Report &amp; Statement</li><li>• BACH Clearing(Inward &amp; Outward), Pay order, Demand Draft</li><li>• Support in Loan recovery, Disbursement,</li><li>• Foreign Remittance, Account Opening &amp; Overall Customer Service</li><li>• Other works to be done as per requirement / Office Order.</li></ul>

## **Extra Curricular Activities:**

Microsoft Office (Word, Excel, Access, Power Point, Outlook) Technical Support Analysis of Forex (Specialist in Candle, Indicator & Fundamental Analysis) Web Designing (All types of Designing & Development, Including HTML, CSS, PHP, MYSQL, JS) SEO (Off-Page & On-Page Optimization, Email marketing, Social Media Marketing, Keyword Research, Data Mining Etc.) Graphic Design & Video Editing (Illustrator, Photoshop, Movie Maker, Adobe Premiere)

## **Language Proficiency:**

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

## **Personal Details :**

Father"s Name : Mohammad Nasirul Islam Bachchu  
Mother"s Name : Farida Yesmin  
Date of Birth : January 1, 1990  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : 66/1 Londoni Road, Shubid Bazar, Sylhet  
Current Location : Sylhet

## **Reference (s):**

	Reference: 01	Reference: 02
Name	Mr. Sabbir Hassan	Shams Elahi Russel
Organization	National Bank Ltd	North East University Bangladesh
Designation	SPO & Manager	Deputy Controller of Examinations
Address	National Bank Limited, Sikder Tower Branch, Mirabazar, Sylhet- 3100	North East University Bangladesh, Telihaor, Sheikhghat, Sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801730339992	+8801711506979
EMail	: sabbir_has@hotmail.com	serussel@neub.edu.bd
Relation	: Relative	Relative