

Last Updated : **November 15, 2017**

## **MUHAMMAD ABDUL WAHID**

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### **Career Objective:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

### **Career Summary:**

Career is defined as a person`s course or progress through life . It is related to a range of aspects of an individual`s life, learning and work. A third way in which the term career is used to describe an occupation or a profession that usually involves special training or formal education.

### **Employment History:**

**Total Year of Experience : 2.9 Year(s)**

#### **1. Executive ( Activation) ( November 1, 2014 - September 30, 2017)**

##### **Visual Communication Limited**

Company Location : Flat B3, House 4, Road 24, Block K, Banani, Dhaka-1213,  
Bangladesh

Department: Event Management

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

- 1) Event planning, design and production while managing all project delivery elements within time limits.
- 2) Liaise with clients to identify their needs and to ensure customer satisfaction.
- 3) Provide feedback and periodic reports to stakeholders.
- 4) Propose ideas to improve provided services and event quality.
- 5) Organize facilities and manage all event details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
- 6) Specify staff requirements and coordinate their activities.
- 7) Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- 8) Conduct pre- and post event evaluations and report on outcomes.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Arts	English	Sylhet International University, Sylhet	CGPA:3.21 out of 4	2014	1 Year
B.A (Hons)	English	Sylhet International University, Sylhet	CGPA:3.25 out of 4	2013	4 years.
HSC	Humanities	Jalalabad Cantonment Public School and College, Sylhet	CGPA:3.5 out of 5	2007	2 years
SSC	Humanities	Ishhakpur Public High School, Jagannathpur, Sunamgonj,	CGPA:3.56 out of 5	2005	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Training on Tour & Travel Management	Introduction Tourism & Hospitality industry of Bangladesh, Tour & Travel Agency Management, Hotel Industry Visit & Demonstration, Computing for Tourism & Hospitality, Tour Guiding, Business Plan Packaging, Introduction to Food & Beverage Industry.	Small & Cottage Industries Training Institute (SCITI)	Bangladesh	House- 24/A, Road-13/A, Sector-06, Uttara, Dhaka	2017	7 Days

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 14,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Media/Advertisement/Event Mgt., NGO/Development  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Germany, Thailand, United States, Australia, Canada, France, Morocco, United Arab Emirates  
 Preferred Organization Types : Banks, University, Advertising Agency, Event Management, Multinational Companies, Public Relation Companies, Market Research Firms, Airline, Online Newspaper/ News Portal, Web Media/Blog

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• English (Literature)</li> <li>• English (Language)</li> <li>• Advertising</li> <li>• Bengali</li> <li>• Administrative/ Executive</li> </ul>

### **Extra Curricular Activities:**

1) Former Member of "SIU Debating Club" 2) Former Member of "Rongomoncho SIU" (Acting Club) 3) Playing Football at "Freedom Club", SIU 4) Member of "American Corner" at SIU

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Muhammad Somir Uddin  
Mother"s Name : Musammat Morzia Begum  
Date of Birth : June 6, 1989  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Enayeth Nagar, Bhaber Bazar-3062, Jagannathpur, Sunamgonj.  
Current Location : Sylhet

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Prodhan Mahbub Ibna Seraj	Jamal Uddin Tutul
Organization	: Sylhet International University	Visual Communication Ltd.
Designation	: Head, Dept. of English	Assistant Manager ( Activation)
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Relation	: Academic	Professional

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