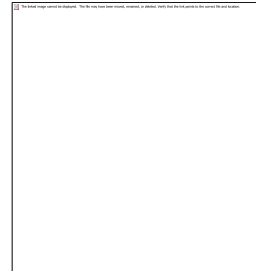


Applied For: **Developer/ Programmer (Sylhet)**

Last Updated : **October 10, 2017**

## Mustafizur Rahman

Address: Vandary Building(6th floor), Uttar para, Battala, Khilkhet, Dhaka  
Home Phone: 01718921961  
Mobile : 01915786474  
email:md.mustafiz.eminence@gmail.com



### **Career Objective:**

To join a reputed organization in a suitable position having the intention to work with honesty, sincerity and to learn and share my experience and eventually take greater responsibilities and to face the challenge of the time and to gain experience

### **Career Summary:**

Self-starter business development executive & Electrical Engineer offering 3.4 years proven success in achieving business goals in highly competitive markets. Outstanding knowledge of the technical side of markets demands & effective organization of business. Exceptional problem solving and troubleshooting skills seeking a position in which these skills can be utilized and enhanced for the betterment of the company.

### **Special Qualification:**

Excellent customer service skills, Strong ability to assist both internal and external customers, Strong ability to write reports, business correspondence, and procedure manuals

### **Employment History:**

**Total Year of Experience : 3.6 Year(s)**

#### **1. Area Manager ( January 8, 2015 - September 30, 2017)**

##### **My One Electronics Industries Ltd.**

Company Location : Minister Hi-Tech Park Ltd. S.N Mansion, H-79, Block-H, Chairmanbari, Banani, Dhaka -1213.

Department: Marketing

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

- Maintained sales of company's products,
- Reaching the targets and goals set for area,
- Establishing, maintaining and expanding customer base,
- Servicing the needs of existing customers,
- Increasing business opportunities through various routes to market,
- Setting sales targets for individual reps and team as a whole,
- Recruiting and training sales staff,
- Allocating areas to sales representatives,
- Developing sales strategies and setting targets,
- Monitoring team's performance and motivating them to reach targets,
- Compiling and analyzing sales figures,
- Possibly dealing with some major customer accounts,
- Collecting customer feedback and market research,
- Reporting to senior managers,

- Keeping up to date with products and competitors,
- Preparing product documentation, writing reports etc.

## 2. **Business Development Officer ( December 1, 2014 - September 29, 2015)**

### **E&A Construction**

Company Location : Plaza, M-07 (7th Floor), 8 ShahidSelinaParvin Road, Maghbazar, Dhaka,  
Department: Business Development

### **Duties/Responsibilities:**

- Handling Tender Document and Tender Preparation & similar project,
- Communication with manufacturers, Identifying Customer requirements,
- Working to British European & other standards,
- Designing system & products,
- Liaising with clients & contractors,
- Visit Substation, Attending meeting on site,
- Preparing product documentation,
- Writing reports etc

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc in Electrical & Electronics Engineering	Electrical & Electronic Engineering	Primeasia University	CGPA:3.19 out of 4	2014	4 Years
HSC	Science	Bakshigonj Govt Kiamat Ullah College	CGPA:2.6 out of 5	2009	2 Years
SSC	Science	Sharmara Nasir Uddin High School	CGPA:3.13 out of 5	2007	2 Years

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Power Generation & Distribution	Electricity Generation & Distribution	Ashuganj Power Station Company Ltd.	Bangladesh	Ashuganj	2013	10 Days
Power Generation & Distribution	Electricity Generation & Distribution	Lina Paper Mills Ltd	Bangladesh	Narayanganj	2012	3 Days

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

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 12,000
Preferred Job Category	: Engineer/Architect, IT/Telecommunication, Mechanic/Technician, Waiter/Waitress
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Banks, Telecommunication, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Engineering Firms, Garments, Textile, Garments Accessories

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Computer Skill</li> </ul>	<ul style="list-style-type: none"> <li>♣ Computer skills:</li> <li>♣ Computer assembling and maintenance,</li> <li>♣ Managing and Maintaining the Servers, PC's Routers and Switches,</li> <li>♣ Configuring, Managing and Maintaining Networking equipment,</li> <li>♣ Configuring and troubleshooting desktops, laptops and servers,</li> <li>♣ Network processing, centralize and distributive network connection,</li> <li>♣ Installing Configuring and administering network technologies,</li> <li>♣ Documentation of all the work done using Microsoft Word, Microsoft Excel, Microsoft PowerPoint,</li> <li>♣ Preparing monthly work status report and updating technology specific documents,</li> <li>♣ Proficient on Adobe, Photoshop CS3, Photoshop CS5,</li> <li>♣ Proficient on web browsing, E-mailing etc.</li> </ul>

#### **Extra Curricular Activities:**

♣ Playing cricket, football ♣ Internet Surfing ♣ Travelling ♣ Member of EEE Club

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Azizur Rahman  
 Mother's Name : Late, Meherun Nesa  
 Date of Birth : January 1, 1990  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill: Gopalpur, P.O: Bogarchar, P.S: Bakshigonj, Dist: Jamalpur  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Ershadul H. Choudhury	Engr. M. Azharul Haque
Organization	: Primeasia University	Primeasia University
Designation	: Head Department of CSE & CSIT	Head, Department of EEE
Address	: Primeasia University, Banani, Dhaka-1213	Star Tower, 12 Kamal Ataturk Avenue, Banani C/A, Dhaka-1213
Phone (Off.)	: +8802-9113696	+88-02-9822133
Phone (Res.)	:	
Mobile	: Cell no: +8801726395930	+8801714-392988
Email	: mehchoudhury@yahoo.com	azharul.haque@primeasia.edu.bd

Relation

: Academic

| Academic