

Last Updated : **November 12, 2018**

NOURIN ZAHAN BRISTY

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Career Objective:

I would like to exploit my skills & experiences for the development of the organization and to accumulate more experience on the way of my career to explore. I want to be committed to my profession that drives me to success.

Career Summary:

I completed my B.Sc in ETE but I really want to build up- my career as a Business Professional. I am very much enthusiastic to build my career in this field and for that I am applying this post. I hardly believe that If I get this golden opportunity it'll be a milestone for my career and I'm eagerly waiting for this.

Special Qualification:

- Effective interpersonal communication skills in both English and Bengali.
- Ability to take new challenges, perform proactively and take ownership.
- Excellent analytical & problem solving skills.
- Willingness to move anywhere in the country

Employment History:

Total Year of Experience : 3.3 Year(s)

1. Sr. Executive, Client Service (January 1, 2018 - July 31, 2018)

ZANALA Bangladesh Ltd.

Company Location : Level-4, BDBL Bhaban, Karwan Bazar, Dhaka.

Department: Business Unit

Duties/Responsibilities:

- To communicate with clients and deal with every pros and cons of Business.
- To lead the team.
- To monitor the whole business process.
- To create every project presentation and presenting to the clients.

2. Assitant Technical Manager (April 16, 2017 - December 31, 2017)

UY Systems Ltd.

Company Location : Mohakhali DOHS, Dhaka.

Department: Technical Marketing

Duties/Responsibilities:

>>Working with Chief Technical Officer for developing innovative products as per plan.

>> Working as a Team Lead of a core Marketing Team and regularly take their Sales Report.

> Working as a Trainer for the core Marketing Team and train them the attitude, body language and approach for clients.

>> Working on Proposals(Technical and Financial).

>> Participating to present all the project presentation As A Lead in front of every core client.

>> Working in International Market through LinkedIn and Effective Mail.

>>Using CRM software to maintain all clients database and updates.

>> Using Trello Software to maintain the full Team Task as and Admin.

>>Maintaining Follow-up with all clients in Local and Abroad regularly.

>> Working for the International Conference like MWC (Mobile World Congress) CeBit etc.

>>Have a knowledge to work using Axure RP7.0 making Software Interface (Prototype).

>> Making Technical Diagram using Microsoft Office Visio.

>> Working with Technical Production Management.

>> Working on Social Media Market for the vast advertisement of Software Product.

>> Gaining knowledge about Software Testing.

3. **Sr. Executive And Team Lead, Business Analyst & QA (June 1, 2016 - March 31, 2017)**

Advance Technology Innovation Limited (ATI Limited)

Company Location : House #01, Road #09, Sector #07. Uttara. Dhaka.

Department: Business Logistic & Quality Control

Duties/Responsibilities:

- >>Working with Chief Technical Officer for development of Software Products.
- >> Working as a Team Lead of a core Marketing Team and regularly take their Sales Report.
- > Working as a Trainer for the core Marketing Team.
- >> Working on Proposals(Technical and Financial).
- >> Participating to present all the project presentation As A Lead in front of every core client.
- >> Working in International Market through LinkedIn and Effective Mail.
- >>Maintaining Follow-up with all clients in Local and Abroad regularly.
- >>Have a knowledge to work using Axure RP7.0 making Software Interface (Prototype).
- >> Working with Technical Production Management.
- >> Working on Social Media Market for the vast advertisement of Software Product.

4. Executive, Software Marketing (March 1, 2015 - May 31, 2016)**Brain Station-23 Ltd**

Company Location : 8th floor, Plot#2, Bir Uttam AK Khandakar Rd Mohakhali,

Dhaka-1212, Bangladesh

Department: Software Marketing

Duties/Responsibilities:

- >>Working with Axure RP Pro 7.0 to make prototype according to clients requirements.
- >>Communicating with corporate people (Top Management) and also Foreign Companies via LinkedIn.
- >>Preparing all documents of projects like RFP, AMC etc.
- >>Preparing EOI to take part in ICT tenders according to requirements.
- >>Learned a lot about Digital Marketing, E-mail Marketing and a little bit Content Marketing.
- >>Maintaining prospecting, Follow-up with all clients in Local and Abroad regularly.
- >>Using CRM software to maintain all clients database and updates.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc(Eng.) in Electronics and Telecommunication.	Electronics and Telecommunication Engineering	University of Liberal Arts Bangladesh	CGPA:3.2 out of 4	2015	4-years

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 30,000
 Preferred Job Category : IT/Telecommunication, Marketing/Sales
 Preferred District : Dhaka
 Preferred Country : Germany, Malaysia, New Zealand, Australia, Canada,
 Denmark, Finland, France, Spain
 Preferred Organization Types : Telecommunication, Software Company, IT Enabled Service,
 Embassies/Foreign Consulate, Engineering Firms, Research
 Organization, Satellite TV, Immigration/Visa Processing

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Brand Communication • Business Development • Business Research • IT & Software Marketing • Media & Communication 	- Microsoft Office Application: MS word, PowerPoint, Excel, Access.(07,10,13) - Adobe Photoshop. -

Extra Curricular Activities:

.â€¢ Executive-Member [Bangla Debate coordinator] of â€¢Debating clubâ€¢ of ULAB. â€¢ Member of â€¢Electronics clubâ€¢ of ULAB. â€¢ Worked as a volunteer of ULAB CONVOCATIONâ€¢12 â€¢ Member of the â€¢Social Welfareâ€¢ club of ULAB. â€¢ Worked as host of some events of ULAB ELECTRONICS CLUB. â€¢ Worked as a volunteer on The Heart Day and The Piles Day in Japan Bangladesh Friendship Hospital. â€¢ Attended some workshops related to debate, photography, electronics and also attended a conference on â€¢Climate Changeâ€¢. â€¢ Member of ULAB Youth Engagement And Support (YES) CLUB. â€¢ Participated some debating event On behalf of ULAB Debating CLUB.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father"s Name : Md. Nurul Huda
 Mother"s Name : Morium Afroza
 Date of Birth : October 16, 1991
 Gender : Female
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 298/A, Tali office road, rayer bazar (Old Dhanmondi-15) .
 Dhaka-1209.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: MD. MONIRUZZAMAN	Dr. Mohammad Shorif Uddin
Organization	: UY Systems Ltd.	Dept Of CSE. Jahangirnagar University.
Designation	: Chief Technical Officer (CTO)	Professor & Chairman
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Relation	: Professional	Academic
