

# Abu Hena Mostafa Kamal

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**Present Address** : West Rosulpur, Kamrangirchar,  
Dhaka-1211.



## CAREER OBJECTIVE:

Seeking a Managerial position with Various company; a highly motivated and organized individual who will use 7+ years of management experience and skilled leadership to maintain productivity and quality of service.

## WORKING EXPERIENCES:

### 5.

Company Name : **msi technology.**  
Address : Mohammadi Housing, Mohammadpur, Dhaka-1207  
Designation : Asst. Manager.  
Department : Operation (MIS & Business Development) .  
Time Period : 01<sup>th</sup> February 2018 to Present.

### 4.

Company Name : **Panna Rural Development Foundation.** A sister Concern Of **Panna Group**  
Address : 89, Bir Uttam CR Datta Road, Banglamotor, Dhaka-1205.  
Designation : Sr. Executive.  
Department : Operation (MIS & Business Development) .  
Time Period : 31<sup>th</sup> December'2016 to 31<sup>th</sup> January 2018.

### 3.

Company Name : **Panna Rural Development Foundation.** A sister Concern Of **Panna Group.**  
Address : 89, Bir Uttam CR Datta Road, Banglamotor, Dhaka-1205.  
Designation : Executive.  
Department : Operation (MIS & Business Development).  
Time Period : 25<sup>th</sup> April'2015 to 30<sup>th</sup> December 2016 .

### 2.

Company Name : Palli Bikash Kendra (PBK)  
Address : 27C, Asad Avenue,Block-E,Mohammadpur, Dhaka-1207.  
Designation : Monitoring Officer.  
Department : Operation (MIS).  
Time Period : 28<sup>th</sup> April'2013 to 20<sup>th</sup> April 2015.

### 1.

Company Name : Deshbandhu Group  
Address : House-59, Road-27, Block-k, Banani, Dhaka-1213.  
Designation : MIS Officer.  
Department : IT.  
Time Period : 22<sup>th</sup> Feb.2012 to 25<sup>th</sup> March 2013.

**Job Responsibilities:**

- Co-ordination and support for group, companies.
- Co-ordinate with HOD's for projects update and progress report.
- Scheduling meetings/teleconferences.
- Calendar management.
- Executive Assistance to Senior management team.
- Organize and expedite documents for approval.
- Responsible for MIS reports
- Handling minutes of the meetings.
- Follow-up of action items from respective function heads.
- Assist in preparing Excel Reports, & Power point Presentations.
- Prepare & Presentation Weekly, Monthly, Quarterly, Half yearly & Yearly Report.
- Plan all sales operations, partner meetings, group presentations, sales and product training of third parties, visits, collection of data, field sales team meetings and staff roles.
- Ensure timely and efficient management of all sales campaign activities to maximize impact and sales.
- Ensure safe and secure working environment for field based sales staff.
- Ensure there are always sufficient stocks of marketing materials and administration documents and arrange for transportation of relevant sales support materials.
- Monitor and track all field expenses to maximize budgets and reduce unnecessary spending.
- Ensure regular communication with the field team on activities and progress.
- Define campaign scope, goals and deliverables that support business goals in collaboration with senior management.

## EDUCATIONAL QUALIFICATIONS:

### **Bachelor of Business Administration (BBA) :**

Major Subject : Marketing.  
Result : CGPA- 3.53.  
University : Darul Ihsan University, Dhaka.  
Year of Completion : 2013.  
Registration Number : 0913114258.

### **Higher Secondary School Certificate (H.S.C):**

Result : GPA:3.40  
Institute : Natore Government College.  
Year of Completion : 2009.  
Board : Rajshahi.  
Group : Humanities.

### **Secondary School Certificate (S.S.C):**

Result : GPA:3.63.  
Institute : Mobarakganj Sugar Mills High School.  
Year of Completion : 2007.  
Board : Jessore.  
Group : Humanities.

## COMPUTER SKILL:

- Operating System Windows XP, Windows 7, Windows 10.
- Microsoft Office Program.
- Excellent skills MS Excel, Word & PowerPoint.
- E-mail and Internet browsing.

## LANGUAGE SKILL:

**Bengali:** Mother tongue.

**English:** Good command in speaking, reading and Writing.

## STRENGTHS:

I am an energetic, dynamic and of pleasant personality, responsibility and have skills to work on own initiative in all atmospheres and also able to work under pressure.

## ACHIEVEMENTS:

### Extracurricular activities :

- ✓ **Complete Quality Management System** Training Course form Bangladesh Institute Of Management (BIM).
- ✓ **Complete Monitoring Management** Training Course form Palli Korma Shahayok Foundation (PKSF).
- ✓ **Complete Business Development** Training Course form Brac Learning Center, Razib Ahmed Training.
- ✓ **Complete Sales** Training Course form Brac Learning Center, Razib Ahmed Training.

## PERSONAL DETAILS:

Father's name : Md. Abdul Halim  
Mother's name : Mrs. Taslima Begum  
Permanent Address : Vill: Vatikandi, PO:Modhukhali, PS:Modhukhali,Dist:Faridpur.  
Present Address : West Rasulpur, Kamangirchore, Dhaka -1211.  
Date of birth : 25-03-1992.  
Nationality : Bangladeshi.  
Religion : Islam.  
Sex : Male.  
Marital Status : Married.  
Height : 5.7"  
Mobile Number : 01779 773645.

## REFERENCES:

1. S.M Sajedul Haque. Asst. Manager. HRD & Admin. Crown Group. Mobile Number: 01729-262508.	2. Md. Moslem Uddin. Asst. General Manager. Operation. Panna Group. Mobile Number : 01713- 712148.
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## DECLARATION:

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect, my candidature will be liable to be canceled.

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Abu Hena Mostafa Kamal.