

SADIK A MOULA

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Address : Prottasha 12, Block B,
Muhammadpur R/A,
Islampur, Sylhet

Career Objective:

Experienced in front office operation, administration, and super shop management. Dedicated and focused individual who excels at prioritizing, completing administrative tasks at the same time and following through to achieve company goals.

Employment :

1. Management Information System (MIS) Officer (October 1, 2018 - Continuing)

Fiza & Co. (Pvt.) Limited

Company Location : Siddiki Mansion, Islampur, Sylhet
Department: Management

Responsibilities:

- Preparing purchase & sales orders
- Coordinating with the dealers, suppliers, and vendors
- Overall responsible for all the admin and facilities of the company.

2. Assistant Admin Officer (September 1, 2017 – September 30, 2018)

Bijoy Online Limited, Sylhet Branch

Company Location : Khan Complex, 3rd Floor, Amborkhana (Airport Road), Sylhet
Department: Customer Relation, Administration

Responsibilities:

- Welcome guests, visitors, and clients
- Face-to-face customer support
- All administration task
- Respond to the client queries regarding the products in a timely fashion
- Manage customer calls and appointments effectively for new sales opportunities
- Supervise the client relationship management and utilize it to manage customer database.

3. Data Entry & Processing, Team Leader (Part Time) (January 1, 2018 - June 30, 2018)

eShopfair.com

Company Location : Zindabazar, Sylhet

Responsibilities:

- Create, Edit and Maintain Product (Product Prices, Product Specifications/Parameters, Product Photo Editing)
- Perform Data Entry Tasks Required For Maintenance of Products Database and E-Commerce Portal.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Year Completed |
|--|---------------------|---|-----------|----------------|
| B.Sc.(Hons.) in Computer Science & Engineering | Computer Science | Leading University, Sylhet | CGPA:2.53 | 2016 |
| H.S.C | Science | M.C College, Sylhet | GPA:3.50 | 2011 |
| S.S.C | Science | Shah Jalal jamia Islamia Fadil Madrasah, Sylhet | GPA:5.00 | 2008 |

Training Summary:

| Training Title | Institute | Location | Year | Duration |
|---|-----------------------------|----------|------|----------|
| Customer Relationship Management | edX.org | Online | 2018 | 6 Weeks |
| Workshop on Careers In Aviation Sector | Airlines Club of Sylhet | Sylhet | 2017 | 2 Days |
| Diploma in Information & Communication Technology | Bangladesh Computer Council | Sylhet | 2014 | 6 Months |

Specialization:

- MS Word/ Excel/ PowerPoint/ OneNote
- Customer Support/ Client Service
- Data Entry, Processing and Analysis
- Team Management
- Administrative/ Executive/ Management
- Sales System Software.

Language Proficiency:

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

Personal Details :

| | |
|-------------------|---|
| Father's Name | : MD Mahmud Miah |
| Mother's Name | : Gulson Ara Begum |
| Date of Birth | : December 31, 1990 |
| Marital Status | : Unmarried |
| National ID No. | : 19909116242000079 |
| Religion | : Islam |
| Permanent Address | : Vill: Sotropur, PO: Gasbari, Thana : Kanaighat, District : Sylhet |

Reference :

| | | |
|--------------|---|------------------------|
| Name | : Md. Asaduzzaman Khan | Masrur Prio |
| Organization | : Leading University, Sylhet | Fiza & Co. (Pvt.) Ltd. |
| Designation | : Head of the Dept. Computer Science & Engineering. | Head of MIS |
| Mobile | : 01711003233 | 01715-454568 |
| Relation | : Academic | Professional |

