

Last Updated : **November 6, 2017**

SAKIB AHMED SHIPLU

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Career Objective:

I am a highly motivated individual with the ability to work on my own initiative as well as in a team. Desired to work in a first rate working environment where individual skills are utilized and managerial ability is inspired for the excellence.

Career Summary:

Dynamic entrepreneur who utilizes creativity, leadership and teamwork to design and execute solutions that create customer value. Effective communicator with ability to create marketing materials that convey value for both clients and end users. Experienced professional with planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. Business development experience in sales management team leadership.

Employment History:

Total Year of Experience : 2.8 Year(s)

1. Center In Charge (June 1, 2017 - Continuing)

Digicon Technologies Ltd.

Company Location : Rajuk Trade Center. (4th Floor), Plot- 4 & 6,. Nikunja (Uttara) R/A, Khilkhet, Dhaka.

Department: VAT Online

Duties/Responsibilities:

Support taxpayers to Register in Online VAT registration system

Provide various information to the taxpayers

Preparing monthly bills and despatch.

2. HR Officer (May 2, 2016 - January 31, 2017)

Shadhin Garments (Pvt.) Ltd.

Company Location : Gazipur.

Department: Administration

Duties/Responsibilities:

Provide support to supervisors and staff to develop the skills and capabilities of staff.

Monitor staff performance and attendance activities.

Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.

Assist on completion of the payroll.

Facilitate meetings, conferences, and other events.

Supervise daily floor activities.

3. Direct Sales Officer (February 8, 2011 - June 30, 2011)

United Commercial Bank Ltd

Company Location : Sylhet, Bangladesh

Department: Retail Banking

Duties/Responsibilities:

Product promoting & sales

Customer care

Preparing week & monthly sales report

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters In Business Studies (MBS)	Management	National University	Second Class, Marks :53%	2013	1 year
Bachelor of Business Studies (BBS)	Management	National University	Second Class, Marks :49%	2011	4 years
Higher Secondary School Certificate Exam	Commerce	Madan Mohan College, Sylhet.	CGPA:3.2 out of 5	2004	2 years
SSC	Commerce	The Aided High School, Sylhet.	CGPA:3.13 out of 5	2002	-

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : Garments/Textile, Production/Operation
Preferred District : Anywhere in Bangladesh.
Preferred Country : Germany, Japan, Norway, Sweden, Austria, Brazil, British Virgin Islands, Canada, Cyprus, Spain
Preferred Organization : Telecommunication, Manufacturing (FMCG), Advertising Agency, Public Relation Companies, Embassies/Foreign Consulate, Garments, Buying House, Airline, Tobacco, Cement Industry

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Administration• Marketing• Advertising & Promotion• Business development• Customer Support/ Client Service• Deposit• Credit• Recovery• Compensation & Benefits• Windows XP/ 2000/ ME/ 98	<p>Operating System, XP/Vista/Win-7, Ms Word, Ms Excel, Ms PowerPoint, Networking and Internet management.</p> <p>Confident pro-active communicator with commitment to innovation and completion.</p> <p>Excellent communication (written & verbal) and presentation skills.</p> <p>Able to work within a team, lead a team and able to use own initiative.</p> <p>Able to adapt in different roles and working environment.</p> <p>Good time management skills, highly organised and flexible.</p> <p>Knowledge of office procedures and equipment.</p>

Extra Curricular Activities:

Apart from my academic activities I am very much involved in social and cultural activities. I have many hobbies including, playing guitar, writing poems and taking parts in social and cultural activities. I always enjoy socialising and look for opportunities to extend my communication skills.

Language Proficiency:

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

Personal Details :

Father"s Name : Masuk Ahmed
 Mother"s Name : Razia Begum
 Date of Birth : September 25, 1986
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Spring Garden, Flat- 2021, 2nd floor, Road- 6. Shahjalal uposhohor, Sylhet-3100.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Nabil Ahmed Lipon	Rukba Iffat
Organization	: Widespace	Customs, Excise & VAT Commissionerate, Dhaka.
Designation	: Senior Developer & SDK Team Lead	Assistant Commissioner
Address	: House- 44, Level- 5-I, Block- B, Road- 4, Bashundhara R/A, Dhaka.	House- 44, Level- 5-I, Block- B, Road- 4, Bashundhara R/A, Dhaka.
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Relation	: Relative	Relative