

Last Updated : **January 20, 2019**

SAYED MD. ABU SUFIAN

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Career Objective:

Looking for hard and challenging job where I will have the scope to utilize my potentiality, creativity, adaptability and skill to do something innovative and from where I will be able to enhance my knowledge.

Career Summary:

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Employment History:

Total Year of Experience : 8.5 Year(s)

1. Commercial Executive (May 1, 2015 - Continuing)

Baly Group of Industries

Company Location : Uttara, Dhaka

Department: Commercial

Duties/Responsibilities:

Export and Import Through LC. Work with C&F and Bank and Parties for Bill of Acceptance, Goods Clearance and LC Opening.

2. Commercial Executive (February 1, 2013 - October 31, 2014)

Denim Solutions Ltd

Company Location : Uttara, Dhaka, Bangladesh

Department: Commercial

Duties/Responsibilities:

All Kind of L/C Works. Preparing Documents From Proforma Invoice, Preparing Bill Of Exchange, Submit Papers To Bank, Gathering All the Information About Opened L/C From Bank And Opposite Parties.

3. Commercial and Creative Designer Executive (January 1, 2011 - December 31, 2012)

Ananto Printing Press

Company Location : Mirpur, Dhaka

4. Executive, Graphics Design (January 1, 2010 - December 31, 2010)

IMC (Insider Marketing & Communications) Ltd.

Company Location : Uttara, Dhaka, Bangladesh

Department: Creative & Graphics Design

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in Business Studies (MBS)	Management	National University	Second Class, Marks :58%	2013	1
Bachelor of Business Studies (BBS)	Management	National University	Second Class	2012	4 Years
Post Graduation	Computer Science & Engineering	NIT Bangladesh	First Division, Marks :80%	2014	3 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Hardware & Basic Networking		ICD	Bangladesh	Dhaka	2010	3 Months
Graphics Design		ICD	Bangladesh	Dhaka	2010	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
Post Graduate in Computer Science and Engineering	NIT (National Institute of Technology)	Dhaka	January 10, 2011	January 23, 2014

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 25000
Expected Salary : Tk. 16,000
Preferred Job Category : Commercial/Supply Chain, Design/Creative
Preferred District : Dhaka
Preferred Organization : Design/Printing/Publishing, Computer Hardware/Network
Types Companies, Multinational Companies, Buying House, Group of Companies

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Adobe Photoshop/ Illustrator• Autocad• MS Word/ Excel/ PowerPoint/ OneNote• QuarkXpress• VB.Net• Visual Basic 6.0• Windows XP/ 2000/ ME/ 98

Language Proficiency:

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

Personal Details :

Father"s Name : Sayed Md. Abu Taleb
Mother"s Name : Ismat Parvin
Date of Birth : March 6, 1991
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Permanent Address : House-17 (5th Floor), Road-27, Block-D, Section-11, Mirpur,
Dhaka-1216., Mirpur TSO, Mirpur, Dhaka 1216
Current Location : Dhaka
