

Last Updated : **June 21, 2018**

## **SHAH MD. MONIRUZZAMAN**

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### **Career Objective:**

To implement my experience that encounter challenge and creativity utilizing professional team work in the light of honesty, dynamism, punctual and dedication at work to develop both the personal and organizational position.

### **Career Summary:**

Willing to build career and proof myself in any reputed Organization with my best efforts.

### **Special Qualification:**

Honors & Masters in English and MBA (Major in Marketing)

### **Employment History:**

**Total Year of Experience : 10.4 Year(s)**

#### **1. Enterprise Solution (Project Manager) ( December 1, 2017 - Continuing)**

##### **Daffodil Computers Ltd**

Company Location : 64/3, Lake Circus, Kalabagan (2nd Floor), Mirpur Road, Dhaka-1205  
Department: Marketing & Sales

##### **Duties/Responsibilities:**

Involve with LAN, IP Surveillance, Access Control Project for enterprise solution for several projects.

#### **2. Assistant Manager ( December 1, 2016 - November 1, 2017)**

##### **Aftab IT Limited**

Company Location : Eastern Trade Center, 14th Floor, 56, Inner circular (VIP) road, Dhaka-1000  
Department: Pre Sales

##### **Duties/Responsibilities:**

Govt. tendering e-procurement (e-GP), Total Project Management (Project Survey, Product requirement analysis, project work completion) of LAN, WAN, Radio Link, IP Surveillance, IP Telephony, Access Control System with Fiber/ Copper/Radio connectivity, Product selection matching with customer needs, and other documentation related work.

#### **3. Executive ( December 11, 2011 - November 30, 2016)**

**Richman Informatics**

Company Location : Navana DH Tower, Sutie-502, 6 Panthopath, Dhaka-1215, Bangladesh

Department: Business Development

**Duties/Responsibilities:**

To assist the CEO to develop the organization by coordinating with the Marketing-Sales-Technical team to work in a project. Maintaining CRM process cooperating with the sales team, SCM process cooperating with the Accounts department, etc. The main responsibilities of this position are-

Customer Relation & Retention

Opportunity Findings

Market & Competitors Analysis

Internal & External Branding

e-tendering from e-GP systems

Proof Reading documents

etc.

**4. Volunteer ( September 6, 2011 - September 6, 2011)****Secura Bangladesh Ltd**

Company Location : Motijheel near Alico Building

Department: Ticketing security

**Duties/Responsibilities:**

Checking the tickets whether the tickets were false or duplicate when the public were entering in the field for watching the Argetina Vs Nigeria Football Match.

**5. Computer Operator ( August 11, 2011 - August 14, 2011)****Grameenphone**

Company Location : Dhaka

Department: IT

**Duties/Responsibilities:**

To provide Interim Dividend 2011, at AGB colony, Motijheel, Dhaka as a project based work of 4 days.

**6. Field Intelligence Officer (FIO) ( May 28, 2011 - August 1, 2011)****4P Marketing Consultancy**

Company Location : Hatirpul, Dhaka

Department: Survey

**Duties/Responsibilities:**

To collect sample prescription prescribed by Physician everywhere in the country of Upazilla level by picturing with camera.

**7. Project Based Data Entry Operator ( May 1, 2010 - August 31, 2010)****Flora Telecom Ltd.**

Company Location : Zahed Plaza, 30 Gulshan Avenue-2,Dhaka-1212

Department: ICT

**Duties/Responsibilities:**

To collect the information for Income Tax of the people with TIN number and details information about them written in the return papers and to entry in the software.

**8. Data Entry Operator ( August 27, 2007 - August 31, 2010)**

**Golden Harvest Info Tech Ltd.**

Company Location : 70,Shaheed Tajuddin Ahmed Sarani, Mohakhali, Dhaka

Department: Data Entry

**Duties/Responsibilities:**

To follow the handwriting of British and American native writers and to entry the correct words in the software.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	Dhaka International University	CGPA:3.56 out of 4	2016	2 years
MA	English	National University	Second Class, Marks :51%	2008	1year
BA (honors)	English	National University	Second Class, Marks :45%	2007	4 years Honors
HSC	Biology	Chirirbandar College	CGPA:2.8 out of 5	2003	-
SSC	Biology	Dinajpur Zilla School	First Division, Marks :74.6%	2000	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Training on Business and Professional Development	Definition of Business Development, necessity of Business Development, obstacles to implement the business Development. Professional development through Sales, Marketing & Branding.	Bangladesh Computer Samity (BCS)	Bangladesh	Dhaka	2016	Two Days
Training on Network Technology	Local Area Network (LAN), Wireless (Wi-Fi), Network Storage, Network Security, IP Surveillance	Richman Informatics	Bangladesh	6 Panthopath, Dhaka-1215	2012	6 months

**Professional Qualification:**

Certification	Institute	Location	From	To
IDB-BISEW IT scholarship on fundamental computer course	IDB-BISEW	Agargaon, Dhaka	August 1, 2010	October 31, 2010

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : General Management/Admin, Marketing/Sales  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, Germany, Japan, Qatar, United States, Belgium,  
 Brunei, Canada, Singapore, United Arab Emirates  
 Preferred Organization Types : IT Enabled Service, BPO/ Data Entry Firm, Computer  
 Hardware/Network Companies, Shipping,  
 Logistic/Courier/Air Express Companies, Multinational  
 Companies, Embassies/Foreign Consulate, Consulting Firms,  
 Direct Selling/Marketing Service Company, Overseas  
 Companies, Group of Companies, Cement Industry

### **Extra Curricular Activities:**

1. Working as a member of Dinajpur Zilla Samiti to welfare of humanity. 2. Working as a Volunteer of OWF (Orphans Welfare Foundation), Kalwalapara, Mirpur, Dhaka. 3. Pioneer member of ICT employees welfare foundation.

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Shah Md. Osman Gani  
 Mother"s Name : Monsura Begum  
 Date of Birth : January 18, 1986  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Digharan, Nandari, Chirirbandar-5240, Dinajpur Driving License :  
 DK0515111CL0002  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: M.A.K Nazmul Huda Ferdous	Md. Shorab Hossain Khan
Organization	: Richman Informatics	Aftab IT Limited
Designation	: CEO	AGM (Finance, Commercial & Admin)
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Relation	: Professional	Professional