

Applied For: **Developer/ Programmer (Sylhet)**

Last Updated : **January 10, 2018**

Sk Abu Sohel

Address: 1/4, Popular housing, Borobagh, Mirpur-2, Dhaka-1216
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Career Objective:

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of health care, To obtain a position that will enable the of my strong

Career Summary:

Increasing Bottom-line profitability through company *Sr. Executive (S & M) with running experience providing thorough and skillful support to the company.

*Asst. Admin over 1.5 years experience as a senior manager in the NGO with emphasis on improving efficiency, productivity and organizational consistency.

Special Qualification:

- *Worked both as a crew member and independent.
- *Experienced in customer relations.
- *Self motivated able to learn on own initiative.
- *Excellent record of dependability and reliability.
- *Versatile and multi-skilled person.
- *Responsible, efficient

Employment History:

Total Year of Experience : 6.2 Year(s)

1. Sr.Executive (July 1, 2015 - Continuing)

GETCO Online Ltd

Company Location : Rupayan Shelfort, C8, Level-9, House#23/6, Block-B, Mirpur Road, Shyamoli, Dhaka-1207.

Department: Sales & Marketing

Duties/Responsibilities:

Sales matrix along with finding potential Company/ customers.

Coordinate with line Manager; preparing monthly, weekly & daily report, Following up new business opportunities.

Formulating marketing strategies for increasing sales.

Communicating with business clients regularly.

2. Sr.Executive. (October 9, 2013 - June 4, 2015)

Delta Infocom Ltd (IIG)

Company Location : House-701, 2nd Floor, Road-13 (New)/30(Old), Dhanmondi, Dhaka.

Department: Marketing

Duties/Responsibilities:

Following up new business opportunities.
 Formulating marketing strategies for increasing sales.
 Communicating with business clients regularly.
 Directing sales team to achieve sales target.
 Train and develop sales team.
 Visit dealers (LISP) all around Bangladesh.
 Conduct market survey and data collection for new Client.
 Analysis channel performance and determine area strategy.

3. Executive,Asst.Admin (June 6, 2011 - May 2, 2013)**SAWAB**

Company Location : House #1/7,Block # B,Lalmatia,Dhaka-1216

Department: Education

Duties/Responsibilities:

Maintaining Office filing system, perform basic bookkeeping, filing, and clerical duties, Preparation of Personal File & ensure proper maintenance of the same
 Preparation of monthly salary for the employees
 Prepare organogram of the business units and Job Description for different positions
 Capable of maintain daily accounts, books of accounts and bank related works
 Understanding the duties and responsibilities of other sections and departments and Liaison with all sections & departments
 Compose and type agendas and correspondence for special events, committee meetings and development activities
 Assist in personal banking support and other related works

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MSS	Economics	National University	First Class, Marks :62%	2010	1 Year	well
BSS	Economics	National University	Second Class, Marks :56%	2009	4 Years	well
HSC	Humanities	Keshabpur Pilot school and college,Keshabpur	CGPA:3.6 out of 5	2005	2 Years	well
SSC	Humanities	Satberia Secondary High school	CGPA:3.44 out of 5	2003	1 year	well

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
HRD & OD	HRM,Labor	Chartered	Bangladesh.	124,Bijoi	2014	Two

	law,Human policy & procedures.	Institute of Human Resources &Development (CIHRD),		Sarani,Dhaka.		years.
Computer.	M/S office, E-mail, Internet,with networking & Hardware maintain.	Skynet training institute.	Bangladesh.	Jessore.	2011	6 months.
Basic training of Ansore VDP.	Gun shooting. Full	Jessore training center.	Bangladesh.	Jessore.	2008	21days.

Professional Qualification:

Certification	Institute	Location	From	To
computer	Sky net computer Center	Jessore	January 4, 2011	October 10, 2011

Career and Application Information:

Looking For	: Top Level Job
Available For	: Full Time
Present Salary	: Tk. 20000
Expected Salary	: Tk. 18,000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
Preferred District	: Dhaka
Preferred Country	: India, Malaysia, Thailand, Singapore
Preferred Organization Types	: Banks, Training Institutes, ISP, Multinational Companies, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Trade Finance • Public Administration • Market/Consumer Research • Marketing • Business Development • Business Studies 	<p>To works scenery.</p> <p>I declare that all the information presented here are true to my knowledge. If required And where applicable, these documents can be supported by appropriate authentic Certificates / papers.</p>

Extra Curricular Activities:

Can work under pressure Can team quickly Prompt adjusting power with people and new environment. Enthusiastic and Confident Enjoys interacting with people from all stratum of society Likes to remain update with information and technology

Language Proficiency:

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

Personal Details :

Father's Name : Sk Abdush Shahid
 Mother's Name : Ajija Najnin
 Date of Birth : February 2, 1987
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill:Mirzanagor,Post:Trimohni Thana:Keshabpur Dist:Jessore
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Sk.Mostofa Feroz	Md.Azmol Haider khan.
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Relation	: Relative	Relative