

Last Updated : **January 31, 2018**

SUMAN AHMED

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Career Objective:

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

Career Summary:

Administrative officer with more than 2 years of administrative experience. Liaison with government, public and private offices. Four years of experienced on brand promoting in telecommunication sector.

Special Qualification:

Computer literacy: Familiar with MS Word, MS Excel, online freelancing, e-mail and Internet operations.

Employment History:

Total Year of Experience : 8.9 Year(s)

1. Assistant Area Manager (December 1, 2012 - September 30, 2016)

Milvik Bangladesh Ltd.

Company Location : Robi Customer Care Sylhet

Department: Customer Care and sales

Duties/Responsibilities:

Customer Support, Team work, Brand promotion, Field visit

2. P.R.O (September 24, 2011 - November 30, 2012)

Popular Medical Centre Pvt. Ltd.

Company Location : Sylhet

Department: Administration

Duties/Responsibilities:

Customar service, Maintaining public relation and petti cash

3. Administrative Officer (May 15, 2007 - December 31, 2009)

Destiny Associates (Pvt.) Ltd.

Company Location : Sylhet

Department: Administration

Duties/Responsibilities:

Keeping Human Resources records, to make monthly administrative report, checking of invoices, liaison with government, public and private offices, to assist manager, directors and the Managing Director.

4. Support Executive (January 25, 2006 - April 30, 2007)**Econotel-IT Ltd.**

Company Location : Sylhet

Department: Customer Support

Duties/Responsibilities:

Online customer support , pin generates, computer maintenance and troubleshooting etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Social Science (MSS)	Political Science	National University	Second Class, Marks :46%	2008	2 years
LLB	Law	National University	Second Class, Marks :49%	2014	2 years
B.A (Pass)	Arts	National University	Second Class, Marks :46%	2003	2 years
HSC	social science	Sylhet Govt. College, Sylhet	Second Division, Marks :51%	2000	2 years
SSC	social science	Model High School, Sylhet	Second Division, Marks :58%	1998	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Digital Marketing	SEO- On Page, Off Page, Meta Tags, Keyword Analysis, Search Engine marketing, Analytics, Social Marketing, Ecommerce.	LEDP	Bangladesh	Sylhet	2017	3 Months
Graphic Design	Logo Design, Clipping Path, Aminamtion, Banner festoon Design, Retouching, Online order receiving	TMSS	Bangladesh	Sylhet	2017	3 Months
Basic Computer Training	MS Office, Windows (operating system), Internet	National Youth Center under the department of youth development, Dhaka	Bangladesh	sylhet	2001	4 months

Professional Qualification:

Certification	Institute	Location	From	To
Youth activities and youth organization management	National Youth Center under the department of youth development	Sylhet	May 16, 2002	May 23, 2002

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 24000
 Expected Salary : Tk. 16,000
 Preferred Job Category : General Management/Admin, NGO/Development, Customer Support/Call Centre, Data Entry/Computer Operator, Graphic Designer
 Preferred District : MoulaviBazar, Sunamganj, Sylhet
 Preferred Country : United Kingdom
 Preferred Organization Types : Banks, Telecommunication, Advertising Agency, Govt./ Semi Govt./ Autonomous body, Development Agency, Multinational Companies, Public Relation Companies, Travel Agent, Immigration & Education Consultancy Service, Manpower Recruitment, Share Brokerage/ Securities House, Third Party Auditor (Quality/ Health/ Environment/ Compliance)

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Telecommunication Service • Transport/ Airline/ Travel • Customer Support/ Client Service • Adobe Photoshop/ Illustrator • Search Engine Optimization • Administrative/ Executive • Public Relation • Freelancing • Online marketing 	Have adequate skill to maintaining an effective relationship with the liaison offices as well as the clients.

Extra Curricular Activities:

I am Working as a freelancer on www.fiverr.com. Experienced about Online Marketing and onpage SEO. I had been involved in the Social Development Organization named Agragami Bohumuki Shomabay Shomoti Sylhet

Language Proficiency:

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

Personal Details :

Father's Name : Late Mohammed Abdur Noor
 Mother's Name : Kulsuma Begum
 Date of Birth : January 7, 1979
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : House no-23, Block-B, East Kumar Para, Sylhet-3100, Bangladesh
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Steven B. Plettner	Zakir Hossain
Organization	: Destiny Associates (Pvt.) ltd.	Milvik Bangladesh Limited
Designation	: CEO & Managing Director	Manager
Address	: House no-43. Road-02, Block-E, Shahjalal Uposhahar, Sylhet	ambon complex (12th floor). 99 Bir Uttam AK Khandakar Road, Mohakhali C/A , Dhaka-1212.
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Relation	: Professional	Professional
