

Résumé of
Muhit Ahmod
347/7 Uttar Bagbari, Sylhet Sadar, Sylhet
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Career Objective:

Seeking a challenging position that allows me to apply my analytical and problem solving abilities, while leveraging my knowledge of business principles and human resource strategies to optimize employee performance and drive organizational growth.

Employment History & Experience:

Organization : Travelers of Sylhet
Company Location : 1st Floor Sheikh Sanaullah Mosjid Market, Jitu Miah Point, Sheikhghat, Sylhet
Position : Tour Co-ordinator and Head of Sales of Hajj & Umrah Section
Duration : May 1, 2024 – Continuing

Key Job responsibilities:

- Research the Market
- Coordinate the Tour
- Guide the Tourist
- Posting tour update in social sites
- Customer Service
- Develop Packages
- Sell Hajj and Umrah Packages

Organization : British American Tobacco Bangladesh
Company Location : Sylhet Sunamganj Highway, Sylhet
Position : Brand Promoter
Duration : June 2, 2023 – August 31, 2023

Key Job responsibilities:

- Research the Market
- Generating the new ideas
- Maintaining accurate records
- Checking the product price at the consumer level
- Report to the immediate boss

Internship:

Organization : Social Islamic Bank Limited
Position : Intern
Location : Sylhet Branch, Sylhet
Duration : From September 10, 2019 to December 10, 2019

Work Area :

- Audit and examined financial records;

- Handle internal and external administrative tasks;
- Collaborated with the compliance department to eliminate procedural errors;
- Provided new services and products to prospective customers;
- Organized financial analysis, market research and due diligence filings materials;

Education:

• Bachelor of Business Administration (BBA), 2019

Leading University, Sylhet, Bangladesh

Concentration: Human Resource Management

Concentration CGPA: 3.00/4 scale

Overall CGPA: 2.93/4 scale

• Higher Secondary Certificate Examination (H.S.C.), Sylhet Board, 2015

Sylhet Commerce College, Sylhet

Group: Business Studies

GPA: 4.17/5 scale

• Secondary School Certificate Examination (S.S.C.), Sylhet Board, 2013

Border Guard Public School and College, Sylhet

Group: Business Studies

GPA: 4.31/5 scale

☑ Special Skills:

- Played for Sylhet Mohammedan Cricket Club in Sylhet 1st Division Cricket League;
- Played for Leading University in various inter University cricket tournaments;
- Playing and associated with Green Sylhet cricket academy, Sylhet

☑ Computer & IT Skills:

- **Operating Systems:** Windows 10, Windows 9
- **Office Applications:** Microsoft Office (MS Word, MS Excel, MS Power point)
- **Email:** Email Management (mail merge, filters, folders, rules)
- **Internet:** Advance knowledge in Internet activities
- **Bangla Typing:** Bangla typing skills in MS Word

☑ Language proficiency:

Proficient in spoken and written both in English and Bangla

☑ Professional Strengths:

- Ability to meet challenge with confidence, sincerity and hard work;
- Ability to accept responsibility and entrust authority;

- Ability to volunteer and coordinate events;
- Ability to communicate in a clear and concise manner in both oral and written form;
- Ability to handle Board and other Meetings in a professional manner;
- Ability to prepare, organize and deliver Reports considering Time Management;

Interests:

I love to surf in the internet to learn new things. I like to socialize with friends & family; watching comedy TV shows; visit new places & writing Journals on current Corporate & Business issues in leading Corporate Journals and other online newspapers.

Personal Details:

Date of Birth	:	October 14, 1998
Father's Name	:	Nur Uddin Ahmod
Mother's Name	:	Jannath Ara Ferdous
Nationality	:	Bangladeshi (By Birth)
Religion	:	Islam
Marital Status	:	Unmarried
Gender	:	Male

References:

- | | |
|---|--|
| 1. Kazi Miraj Hossain ACS. CGIA
Vice President and Company Secretary
Meghna Insurance Company Ltd.
Pritom Zaman Tower (4 th floor) 37/2, Purana
Paltan, Dhaka-1000
Cell No.: +8801717492697
E-mail: kmmiraj@yahoo.com
Relation: Professional | 2. Shafi Muhammed
Founder & CEO
Travelers of Sylhet, Sylhet
1st Floor Sheikh Sanaullah Jame Masjid
Market, Jitu Miah Point, Sheikhghat,
Sylhet-3100
Cell No.: +8801725843030
E-mail: tostourismdbd@gmail.com
Relation: Professional |
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(Muhit Ahmod)