



PROFILE

To build career in marketing sector of highly competitive world, which will give me a chance to implement my professional experiences and also provide me the opportunity for my further career advancement with a well-recognized organization.

I am ready to utilize my skills and knowledge with the dynamic to upgrade my career.

CONTACT

PHONE: +8801726 660739
+8801719 970411

EMAIL:
riazulislam325@gmail.com

PRESENT ADDRESS

Mohakhali Wireless,
Banani, Dhaka-1213

PERMANENT ADDRESS

Vill: Sachia, P.O-Alinagar
P.S: Bhola Sadar, Dist: Bhola.

MD. RIAZ UDDIN

Assistant It Executive, Sales Representative

WORK EXPERIENCE

Saturn Textile Ltd (1st Sep, 2020 to 28th Feb, 2021)

Location: (Tongi, Gazipur)

Computer Operator

- Attend the office on time
- Every Day QR Code Scanning for T-Shirt
- Data processing
- Communication skills
- Reporting skills
- Documentation skills

Transcom Beverage Ltd (1st Feb, 2020 to 30th April, 2020)

Location : (Araihazar, Narayanganj)

Sales Representative

- Customer service
- Meeting sales goals
- Closing skills
- Prospecting skills
- Self-confidence
- Product knowledge
- Presentation skills
- Client relationships
- Motivation for sales

ASA NGO (1st Jan to 2019 to 31st December 2019)

Location: (Bhola Sadar, Bhola)

Education Supervisor

- Attendance register at 8.00 every morning.
- Collection of defaulted loans with ABM.
- 2 school visits every afternoon.
- Evaluate the register when you come to the office.

Jaaz Xtreme Digital (1st Jun, 2014 to 31st Aug, 2017)

Location: (Moghbar, Dhaka)

Assistant It Executive

- Going anywhere every day is to solve the problem of the project.
- Managing information flow in a timely and accurate manner
- Managing executives' calendars and set up meetings

KEY QUALIFICATION

A blend of academic success & extracurricular activities has enabled me to balance my life properly. I believe in setting goals for myself and try to achieve those with my skills, hard work and commitment.

SKILLS

Professional:

MS Office: [Word, PPT, Access, Excel]
Adobe photoshop, Illustrator
Data Entry
Email Communication.

Hardware & Software.

Team Player.

Personal:

Extrovert,
Hardworking
Honest & argumentative.

LANGUAGE

Excellent command over speaking, reading and writing in Bengali.
Fluent in speaking, writing, reading, English.

HOBBIES

- Religion Studies.
- Enjoy the beauty of nature.
- Travelling
- Writing stories and poems in leisure time.

EDUCATION

Bhola Govt. College

M.A (Master's of Arts)

Major : Bangla

Passing Year: Appeared

Abdul Jabber Govt. College

B.A (Bachelor of Arts)

Major : Bangla

CGPA: 2.83 [Out of 4.00]

Passing Year: 2018

Alinagar School And College

H.S.C (Higher Secondary Certificate)

Board: Barisal

Group : Business Studies

GPA: 3.30 [Out of 5.00]

Passing Year: 2013

Alinagar Secondary School

S.S.C (Secondary School Certificate)

Board: Barisal

Group : Business Studies

GPA: 4.13 [Out of 5.00]

Passing Year: 2011

PERSONAL DETAILS

Father's Name	:	Md. Nasir Uddin
Mother's Name	:	Rizia Begum
Religion	:	Islam
Date of Birth	:	26 th July, 1995
Gender	:	Male
Marital Status	:	Married
Nationality	:	Bangaldeshi
NID No	:	9151403255

REFERENCE

Govt. Abdul Jabber College	ASA NGO
Head Of Department	Assistant Branch Manager
Name: Humayan Kabir	Name: Polash Chandra Das
Phone: +8801715155127	Phone: +8801715155127
Relation: Teacher	Relation: Office staff

DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes my educational qualification, work experience and me.



Signature

Date:06-09-2021