

Abu Syed MD Naser

MBA In Marketing

Passport NO – A03386269.Date Of Expiry (Passport) -02 Mar 2032

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Present address: Al Habtoor Building, 2nd Floor

Shop No – M05, Dubai – UAE.



LANGUAGES

Speaking And Writing fluency both English and Bangla, Hindi speaking.

Job experience

1. Worked as **Proprietor** of "Daud Enterprise", a business of computer troubleshooting, typing both in English and Bangali, stationary and all in one solution center situated in Sompara Bazar, Chatkhil, Noakhali, Bangladesh from January 2012 to March 2024.

2. Worked as **HR and Admin Officer** in Structured Data Systems Limited (SDSL) House 6/2, Block-B, Lalmatia, Dhaka-1217 from 09 November 2010 till 31st December 2011

Major Responsibility: Management of Employee profile, Appointment process, Employee confirmation, Release documentation. Prepare Employee data, Attendance register, Leave Record register, Timesheet Entry and All administration work of the office.

3. Worked as **SENIOR AUTOMATION ASSISTANT** in BRAC HEALTH PROGRAM (BHP), 75, Mohakhali, Dhaka for 1 Year and 6 months (January 2009 – June 2010).

Major Responsibility: Monitor 11 automation assistants in 11 branches in BHP program in Dhaka district. Maintain full automation of own branches (Mirpur 10, Dhaka) documentation and program data input.

COMPUTER LITERACY

Efficient in MS Word, Excel, and Photoshop, Linux, MS FrontPage, MS PowerPoint.

CAREER OBJECTIVE

An independent and highly motivated problem solver with a proven track record for bridging gaps and coming up with innovative, effective solutions. An aspiring impact-oriented change maker. I think I am the most suitable candidate for this position because I have the skills, ability, confidence, maturity and commitment to perform well in this role. I can work well independently as well within a team and I am able to tackle problems and situations with sensitivity and pro-actively.

EDUCATIONAL QUALIFICATION

MBA-CGPA - 3.77 out of 4.0 Major in Marketing International Islamic University Chittagong, Dhaka Campus 2010

BBA-CGPA - 3.44 out of 4.0 Major in Marketing.

International Islamic University Chittagong, Dhaka Campus 2007

HSC-Second Division (Commerce),. Commerce College, Chittagong 2002

SSC-Municipal Model High School, Chittagong 2000

(Science), First Division

Internship Course

I have completed my internship course which was in our university course curriculum in **National Bank Limited, Mohakhali Branch, Dhaka**. I worked both in general banking and foreign exchange division.

Communication: Basic understanding of Writing Business letters, Memos and Proposals.

Personal Information

Father's Name : Late Abu Syed Mohammad Iftekhar Hossain.
Was a Businessman and social worker

Mother's Name : Mrs. Nasima Begum (Housewife)

Permanent Address : Deputy Bari, Vill: Gopairbag, PO: Chatkhil PS: Chatkhil, District: Noakhali

Date of Birth : 03 October 1985

Nationality : Bangladeshi (by birth)

National ID : 2693016450523

Sex : Male

Marital Status : Married

Religion : Islam

Blood Group : B+

References

Belal Hossain
(Proprietor)

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Dubai - UAE

Shariful Parvez

COO, Principle Software Engineer

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