

# Abu Syed MD Naser

## MBA In Marketing

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

e-mail address: noman054@gmail.com

Contact Number: +971505282954

(WhatsApp, Imo) 01914524354

Present address: Al Habtoor Building, 2<sup>nd</sup> 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 31<sup>st</sup> 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)

Al Habtoor Building  
2<sup>nd</sup> Floor Shop NO – M05  
+971545289195

Dubai - UAE



**Abu Syed MD Naser**

**Shariful Parvez**

**COO, Principle Software Engineer**

Structured Data Systems Limited (SDSL)

House 6/2, Block-B, Lalmatia,

Dhaka-1217

Phone: 01671656985

Email: akash@afregis.co.za