

NUR MOHAMMAD HOSSAIN FAHAD



ABOUT me

“Ambitious and self-motivated individual with professional experience and excellent knowledge. I am a punctual and responsible who is able to work in a busy environment and produce high standards of work. I am able to work well both in a team environment as well as using own initiative. I am keen to obtain new skills and training and have a flexible approach to all work situations, and find it easy to adapt.”

CONTACT

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INTERESTS

- Sales & Marketing
- Inventory Management
- Field Visit
- Digital Marketing and Communication

SOFTWARE SKILLS

MS WORD	████████████████████
MS EXCEL	████████████████████
POWERPOINT	████████████████████
OUTLOOK	████████████████████
WEB SURFING	████████████████████
EMAILING	████████████████████

WORK SKILLS

CREATIVITY	████████████████████
TEAMWORK	████████████████████
MANAGEMENT	████████████████████
LEADERSHIP	████████████████████
PATIENCE	████████████████████
QUICK LEARNER	████████████████████

EXPERIENCE

Trainee

Nov 2015 - Nov 2018 (3 Years)

Grameenphone Limited

Digital channels (Digital Care)

Responsibilities:

- Solve the customer's different queries through email, web-chat and social network.
- Dealt with client issues investigating and finding answers resolving issues providing assistance or directing them to appropriate parties.
- Coordinate with pre-sales team to prepare sales documents and presentations.
- Maintain relationships with clients by providing support, information, and guidance.
- Contribute to the brainstorming team to find out new customer segment & product design.
- Prepare daily, weekly and monthly lead generation report for both internal & external users.
- Held regular staff meetings to track progress of all ongoing campaigns.

Campus Ambassador

Feb 2018 - Aug 2018

Grameenphone Limited

Online Shop

Responsibilities:

- Spread the word and grow the Brand community in campus.
- Promote the brand on campus events via university fest and events with support from our management team.
- Promote the brand on campus specific promotions via social media.
- Gather and present the feedback.
- Create one-of-a-kind experiences to generate buzz, boost brand awareness and build student loyalty.
- Post posters on Campus Billboards.
- Generating sales through unique code.

Campus Ambassador

2017 - 2018 (2 Years)

Harriken

Responsibilities:

- Individually contacting prospective students via email and/or social media.
- Contribution to social media activities.
- Planning and hosting events on campus.
- Providing feedback and sharing new ideas from the university's students with the company.
- Generating weekly reports.
- Participation in focus groups and market research.

ACHIEVEMENTS

- Participated in **International Youth Centre Engagement Conference** in **Malaysia**. Around 100+ participants from different countries were present there.
- Won the **Best Communication Manager** award from **AIUB BUSINESS CLUB**.
- Awarded **1st Position Certificate** at **AIUB** in GROUP of the "**Economics Geography Poster Designing Competition-2015**" on 3rd December, 2015.
- Awarded **5th Position Certificate** at **AIUB** in GROUP of the "**Operation Management Poster Designing Competition-2015**" on 19th April, 2015.
- Winner of Handset selling Competition** at **Grameenphone Limited** (Under Digital channels).

LANGUAGES

BANGLA 
ENGLISH 

HOBBIES



EDUCATION

American International University Bangladesh
2018

Bachelor of Business Administration
Major: Marketing
Result: 2.80 out of 4

Notredame College Dhaka
2013

Higher Secondary Certificate
Group: Business Studies
Result: 4.90 out of 5

Feni Govt. Pilot High School
2011

Secondary School Certificate
Group: Business Studies
Result: 5.00 out of 5

EXTRA-CURRICULAR

- **Judge coordinator , Hult prize (United Nations)** 2018 - 2019
- Former **Communication Manager** of **AIUB Business Club (ABC)** from **August 2015 - May 2017**
- **Coordinator & Volunteered** at **AIUB Business Club** member recruitment & different programs.
- **Organizer & Volunteered** at **AIUB Job Fair 2015** and **2016**
- **Team leader** and **Volunteered** at **JAAGO Foundation in 2015 "Quality Education for All"**
- Participated as youth parliament and the motto was "**Food is my right work too**" at **University of Dhaka 2016**
- Convocation and Freshman **Volunteer** (Admission Process) at AIUB
- **General Secretary** at Youth Voice of Bangladesh

REFERENCES

- **Imtiaz Ahmad**
Head of Digital Care

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- **SADIA AFROZ LEEZA**
Lead Specialist, Managing Director

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