

MOHIUDDIN NOBIN

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Career Objective:

To pursue a challenging job in a dynamic and esteemed organization where I will be able to work in any kind of situation with full efforts to utilize my knowledge, skill and experience for professional career development.

Employment History:

Total Year of Experience : 4.2 Year(s)

1. Assistant Manager (April 2, 2016 - Continuing)

Dipon Enterprise

Company Location: 582, East Kazipara, Mirpur, Dhaka-1216

Department: Admin & Sales

Duties/Responsibilities:

To handle the sales side and maintain customer and sales representative.

2. Guest Relationship Officer (July 1, 2015 - February 6, 2016)

Olive Residence

Company Location : Gulshan 1

Department: Admin

Duties/Responsibilities:

- * Manage Guest Relationship
- * Managing Hotel Reservation
- * Control Short Cash flow
- * Hotel Night Auditor

3. Senior Executive (January 4, 2014 - April 30, 2015)

Mitu Printing Press

Company Location : Purana Paltan

Department: Admin & Marketing

Duties/Responsibilities:

- * Manage Admin Section
- * Press Marketing
- * Daily/Month report generate
- * Employee Management

4. Internship (September 1, 2013 - December 12, 2013)

Export Import Bank Ltd.

Company Location : Head Office

Department: Human Resource

Duties/Responsibilities:

- * Sort Out the financial statement
- * Sort out the Employee Certification and verification
- * Manage the HR employee document

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	American International University Bangladesh	CGPA:3.11 out of 4	2017	2
BBA	Marketing	American International University Bangladesh	CGPA:3.17 out of 4	2014	4
Diploma in Hotel Management	Production & Tourism Department	National Hotel & Tourism Training Institute (NHTTI)	Second Division	2016	2
HSC	Business Studies	Ideal College	CGPA:3.9 out of 5	2008	2
SSC	Business Studies	College of Development Alternative (CODA)	CGPA:3.75 out of 5	2006	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
E-Business Studies	Online Mass Business Strategies	Bizbond Ltd.	Bangladesh		2014	6 Month
Microsoft Office	Microsoft Word, Excel, PowerPoint, Outlook, Access	NIIT	Bangladesh	Dhaka	2008	6 Month

Career and Application Information:

Looking For : Mid-Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 35000
 Preferred Job Category : Commercial/Supply Chain, Marketing/Sales, Hospitality/ Travel/ Tourism
 Preferred District : Dhaka, Gazipur, Manikganj, Munshiganj, Narayanganj
 Preferred Country : New Zealand, Australia, Canada
 Preferred Organization Types : Manufacturing (FMCG), NGO, Market Research Firms, Hotel, Restaurant, Direct Selling/Marketing Service Company, Research Organization

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	High	High	High
English	High	Medium	Medium

Personal Details :

Father's Name : MD. NAZRUL ISLAM
 Mother's Name : KHURSHIDA ISLAM
 Date of Birth : November 28, 1991
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 19912693014000352
 Religion : ISLAM
 Current Location : Dhaka

Reference (s):**Reference: 01**

Name : Abdus Salam
Organization : Elite Securities Service Ltd
Designation : Senior Manager (VAT)
Address : Elite Tower H# 3, R# 6A, B#J, Baridhara,
Dhaka-1212
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E-Mail : arkosalam@gmail.com
Relation : Relative

Reference: 02

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