

# MD.TYABUR RAHAMAN BADAL

Address: 38/10, Azimpur Battola, Lalbagh, Dhaka - 1205

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## Career Objectives

To obtain a deserving position with a promising organization or service which can help me to have my duty with sincerity, integrity and enable me to use my strong leadership, teamwork, educational qualification and ability of work hard so that I and my organization can be able to reach at the zenith of success.

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## Employee History

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1. **Global Brand Private Ltd.** as Executive Product Management (Commercial Display Solution) at Head Office , started from 6<sup>th</sup> January 2018 To Present.

### Responsibilities:

- Support customer for Relationship
- Deliver Commercial support
- Co-ordinate Product Management Support
- Sales and Marketing
- Support Management to Execute Project
- Prepare different document for project
- Prepare product price for the client
- Well collaborating with team members
- Managing the tough situation
- Maintain proper schedule for activity

2. **National Credit and Commercial Bank Ltd. ( NCCB)** as Internship on General Banking Activity completed with three months at Elephant Road Branch

### Responsibilities:

- Support Management to front desk office for Customer Relationship Management
- Support client to give service and know the client offer
- Collected Electricity bill
- Cheque Collected and filled Inward and Outward Registered
- Filled Foreign remittance form
- Filled the FDR and DPS form for client support
- Collected mail from Head Office and enrolled in file

## Computer Literacy

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- Proficiency in Microsoft Word, PowerPoint
- Proficient in Internet operations (mailing, browsing)
- Perform filing, data management & find information

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## Academic Background

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### Master of Business Administration

Institution : Jagannath University  
Major : Marketing  
Result : -----  
Passing Year : Continue

### Bachelor of Business Administration (BBA)

Institution : American International University-Bangladesh (AIUB)  
Major : Marketing  
Result : CGPA 2.93 out of 4.00  
Passing Year : 2016

### Higher Secondary Certificate (HSC)

Board : Dhaka  
Institution : Dhaka Metropolis Degree College  
Group : Business Study  
Result : GPA 3.30 out of 5.00  
Passing Year : 2011

### Secondary School Certificate (SSC)

Board : Dhaka  
Institution : Natun Paltan Line High School and College  
Group : Business Study  
Result : GPA 4.00 out of 5.00  
Passing Year : 2011

## Language Proficiency

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LANGUAGE	PROFICIENCY LEVEL			
	Reading	Writing	Listening	Speaking
▪ Bengali	Advanced	Advanced	Advanced	Advanced
▪ English	Advanced	Advanced	Excellent	Moderate

## Personal skills

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- Skilled in e- business
- Ability to undertake works under pressure
- Ability to lead a team
- Management
- Networking
- Eco friendly travelling
- Skill making formal report and making visual

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## Personal Details

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Name of Father : Md. Hanif Miah  
Name of Mother : Alaya Begum  
Date of Birth : 2<sup>nd</sup> February,1993  
Marital Status : Single  
Gender : Male  
Nationality : Bangladeshi  
Religion : Islam  
Blood Group : A +(ve)  
Permanent Address : 38/10, Azimpur Battola, Lalbagh, Dhaka - 1205  
Present Address : - DO -

## Reference(s)

<b>Shyama Prasad Bepary</b> Joint Sec. Project Director Higher Secondary Stained Project Ministry Of Education Mobile: 01715171784	<b>Abdul Kader Nazmul</b> Director, BBA Program AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH Campus - 1,(Ground Floor), AIUB +8815386, 9890415. Ext: 102 Relation: Teacher 01552312191 aknazmul@aiub.edu
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Md. Tyabur Rahaman Badal

## Declaration of Authenticity

*I do hereby declare that all information have presented are true to my knowledge, If required & where applicable,  
These statements can be supported by appropriate authentic certificates/papers.*