

Curriculum Vitae of Mohaiminul Islam

Mailing Address:

-  206/3-A South kafrul Mirpur-14,
Dhaka Cantonment, Dhaka
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Career Objective:

To work with a positive attitude in renowned organization where I can prove myself by working in a challenging environment and explore my full potential by upholding the company objectives as a member of the team and fulfill both organizational and personal goals. Energetic and having good analytical ability.

Professional Experience:

Jr. Customer Support Executive:

Maxim Label & Packaging Bangladesh
From 19th October 2017 – Till date.

Key Responsibilities:

- Execute & follow up total sales process
- Mailing conversation with buyers & suppliers.
- New product development
- Existing Customer Service
- Prepare Daily & Monthly Business report to the reporting executive.

Financial Associate:

MetLife Alico Bangladesh
From May 2016 – 8th October 2017

Key Responsibilities:

- Territories Business Development, personal & corporate sales
- Existing Customer Service
- Submit Daily Business report to the reporting executive
- Pro-actively search, develop & engage into new customer
- Relationships marketing for expand the market share.

Educational Track:

➤ Management Development Program:

Studying Marketing Competencies for Managers at Institute of Business Administration (IBA) of University of Dhaka.

➤ Bachelor of Business Administration (B.B.A)

Major in Marketing and obtained CGPA 3.46 out of scale 4.00 from American International University Bangladesh (AIUB) in 2017.

➤ Higher Secondary Certificate (H.S.C)

From Govt. Khulna Model School & College under Jessore Board in 2013 Secured 3.90 out of 5 from Science Group.

➤ Secondary School Certificate (S.S.C)

From Govt. Khulna Model School & College under Jessore Board in 2011 Secured 4.56 out of 5 from Science Group

Professional Skills:

Computer Skills: MS Word, MS Excel, MS Power Point, Internet, Email & also able to type in **English** with the speed of **25-30 WPM** (95% accuracy).

Linguistic Skill: Proficient in comprehending, speaking and writing in **English & Bengali**.

Training:

In **July 2016** attending Basic Training of course of **Financial Associate** from **Bangladesh Institute for Professional Development**.

Internship:

Transcom Beverage Ltd.

Duration: May 2017 – July 2017

Key responsibilities:

- ❖ Conduct a consumer survey
- ❖ Regular market/retailer visit
- ❖ Submit Daily market visit report to the reporting executive
- ❖ Monitoring retailer's sales promotion

Self-Assessment:

Strength:

- Strong interpersonal skill
- Capability to work under pressure
- Team building and leadership skill
- Decision making under stress

Weakness: Trust people very quickly.

Extra-Curricular Activities:

- I love traveling, reading books, playing games and also participated in many events and programs.
- Member of **AIUB Social Welfare Club**.

Personal Data:

Date of birth	12 th February 1996
Name of father	G. M Abul Hashem
Name of mother	Shirin Akther
Nationality	Bangladeshi
NID no	19964794510000291
Religion	Islam (Sunni)
Permeant Address	N/D-20 Road no: 18, lal hospital more, Khalishpur Khulna -9000

Declaration:

I do hereby declare that all information mentioned here are true to the best of my acknowledgement. If required and where applicable, this document can be supported by appropriate authentic paper.

(Mohaiminul Islam)

Date: