



MD IMDAD HOSSAIN

ABOUT ME

To secure a challenging position in reputed organization to expand my learning's, knowledge and skills to fully utilize my qualification while making a signification contribution to success of the company.

CONTRCT

+974 6648 5479

mimdadkctg@gmail.com

Muaither, Qatar.

Passport Details

Passport No : A12791294

Date of Issue : 18 Oct 2023

Date of Expiry: 17 Oct 2033

Motor Driving License

Ctg-BRTA-Bangladesh

DL No. CG0262828CL0003

Light & Motorcycle.

Education

Master of Social Science

2014-2016

National University

Bangladesh.

Bachelor of Social Science

2011-2014

National University

Bangladesh.

Higher Secondary / Alim

2009-2011

Darul Ulom Kamil Madrasha

Madrasah Education Board

Bangladesh.

Secondary School/ Dakhil

2005-2006

Sikalbaha Ohidia Fazil Madrasha

Madrasah Education Board

Bangladesh.

Training & Courses

One Year diploma in Computer

Technology Under Banfladesh

Technical Board.

Graphics Design & Multimedia

Chittagong City Corporation

Computer Institute. Chattigong

Bangladesh.

Under Bangladesh Technical

Education Board.

WORKING EXPERIENCE

NAZIM COMPUTERS, Chittagong, Bangladesh

Sales Executive & IT Expert

Hardware & Software

Duration: 3 Years

Chattogram, Bangladesh

Duties & Responsibilities

- Generated Sales Leads.
- Identify and assess customers' needs to achieved satisfaction.
- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operating.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper and adjusting equipment setting.
- Troubleshooting equipment multifunctional and software errors.
- Responding to user requests and problems.

IT SKILLS & SOLUTION, Chittagong, Bangladesh

Sales Executive & IT Expert

Hardware & Software

Duration 3 Years

Chattogram, Bangladesh.

Duties & Responsibilities

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operating.
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- Monitoring error and stoppage messages.
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- Troubleshooting equipment multifunctional and software errors.
- Responding to user requests and problems.

SHAH PIR TRADERS, Chittagong, Bangladesh

Sales Executive

Duration 2 Years

Chattogram, Bangladesh.

Duties & Responsibilities

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.

► Language

- Bangla
- English
- Arabic
- Urdu
- Hindi

► Software Skills

- Operating System
- Windows XP
- Windows 2007
- Windows 2008
- Windows 2010
- Windows 2011
- Email Marketing
- Internet & Networking

► Office Management

Application

- MS Office 2003
- MS Office 2007
- MS Office 2010
- MS Office 2013
- MS Office XP

► INTEREST

- Reading Journals on Tourism & Travel.
- Reading Business Article and feature.
- Travelling.
- Social Networking.

► PARTICIPATION

- Participate in many national conference, seminars, field work and programs.

► SPECIALIZATION

- Customer Support.
- Marketing and Seles.
- Digital Marketing .
- Branding.
- Copywriting.

► GREEN TECH, Chittagong, Bangladesh

SUPERVISOR & Customer Service Executive

Duration 2 Years

Chattogram, Bangladesh.

Duties & Responsibilities

- Coordinating calenders.
- Preparing reports and updating internal databases.
- Developing and directing organization strategy.
- Drafting organizational policies and philosophies.
- Overseeing day-to-day business activities.
- Conducting performances reviews.

► MULTITECH SYESTEM, Chittagong, Bangladesh

Customers Services Executive

Andarkilla, Chattongra, Bangladesh.

Duration 2 Year

Duties & Responsibilities

- Managed large amount of incoming outgoing phone calls and email.
- Generated sales leads.
- Identify and assess customers' needs to achieve satisfaction.
- Took the extra mile to engage customers.
- Followed communication procedures, guidelines and policies.

► Personal Details

Father's Name : Mohammad Nazem
Mother's Name : Sajada Khatun
Date of Birth : 6th May, 1991
Marital Status : Married
NID No. : 7330217584
Nationality : Bangladeshi
Religion : Islam
Blood Group : O⁺
Present Address : 665, Muither, Qatar.
Permanent Address : Vill & Post: Sikalbaha
Police Station: Karnaphuli.
District: Chattogram
Country: Bangladesh.

► DECLARATION

I hereby, declare to the best of my knowledge and belief that this CV correctly my qualification and me.

MD IMDAD HOSSAIN