

MD. MASUM



✉ mdmasummba21@gmail.com

☎ 01787564067

📍 Present Address : 72 Shuk Lal Das Lane, Kagojitula, Sutrapur, Dhaka-1100.
Permanent Address : West Pirergoan, Aiton, Chunarughat, Habiganj.

🌐 https://www.linkedin.com/in/md-masum-32a3a5202?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

📘 <https://www.facebook.com/masumbilla?mibextid=ZbWKwL>

🚀 SKILLS

Key Skills: ★Effective Communication
★Problems Solving & Decision Making
★Team working & Multitasking ★Work in under pressure ★ Negotiations & Motivation

Technical Skills : ★ MS Word, PowerPoint & MS Excel ★ Email & Internet Browsing

👤 PERSONAL DETAILS

Date of Birth : 27/12/1996

Marital Status : Single

Nationality : Bangladeshi

Religion : Islam

Gender : Male

🎯 OBJECTIVE

Achieving a dynamic Challenging job to utilize my academic knowledge as well as personal attributes for the interest of organization's goal.

📁 EXPERIENCE

Executive Communication

10-09-2022 - Present

Captain Publishers(www.Captain.com.bd)

Publication, Export, Important & Manufacturer :

- Captain Publishers(Guide Books)
- Ibadat (Islamic Books & items)
- Sirat(Islamic Items Manufacturer)

Key Responsibilities

- ★Communicating with teachers by calling and prepared reports.
- ★Online monitoring and reporting of TSO's performance and achievements.
- ★Tracking the location of TSOs and generating reports.
- ★Create Weekly Tour plan for ASM & TSO
- ★ Reviewing books by talking to teachers and making reports.
- ★ Create Monthly Attendance sheets for ASM & TSO.
- ★ Create Monthly Expense bill (TA/DA) & others bill is included.

AFO at Agent Banking Outlet

08/10/2020 - 31/12/2021

BRAC Bank PLC (www.bracbank.com)

Financial services

- SME Banking.
- Retails Banking.
- Card Service (Credit & Debit)
- Foreign Exchange & Related Services.

Key Responsibilities

- ★ Accounts Opening
- ★ Cash Received & Provide
- ★ Hunting new clients
- ★ Market visit & create report

INTERESTS

Playing Cricket, Travailing & Reading Books.

ACTIVITIES

Founder President at Youth Social Club-
2019 Chunarughat, Habiganj.

Finance Secretary at West Pirergoan
Social Club, Chunarughat, Habiganj.

LANGUAGES

Language Proficiency: Bangali : Very
good reading, writing & speaking.

Language Proficiency: English : Very
good reading, writing & speaking.

EDUCATION

MBA in Marketing 2020

ASA University Bangladesh

3.48 Out of 4.00

BBA in Marketing 2019

ASA University Bangladesh

2.80 Out of 4.00

HSC in Business Studies 2015

Brindaban Government College

3.75 Out of 5.00

SSC in Business Studies 2013

Dakshinacharan Pilot High School

4.44 Out of 5.00

REFERENCE

Tarik Mahbub Srabon - EXIM Bank

Officer Foreign Exchange & Trade

tarik.mahabub@eximbankbd.com

01610378454

Md. Kamrul Qausar Khan - Captain Publishers

Assistant Manager (Accounts)

mdkamrul.amc@gmail.com

01611505499

DECLARATION

I do hereby declare that the above information as true and correct
to the best of my knowledge.



MD. MASUM