



MAHBUBUR RAHMAN

Napiter pool, Main road,
Maijdee, Noakhali-3800

Mobile: +8801620707244

Email: mdmahbuburrahman957@gmail.com

Personal Statement:

Achieving dynamic and challenging job to utilize my academic background and experience as well as to build up a challenging and rewarding career in an organization where creativity, sincerity and skills are the criteria for one's recognition.

Working Experience:

1. Sep'23-Till now

Officer (Asst. In-Charge)
Showroom Operation
Pedrollo NK Limited
Napiter Pool, Maijdee, Noakhali-3800

➤ **Responsibilities:**

- Following SAP.
- Maintaining overall showroom operation.
- Maintaining stock report.
- Preparing different types of bills.
- Weekly, monthly inventory.
- Preparing challan.
- Maintaining a manual register book.
- Manpower setting, training them up & monitoring.
- Production planning & developing quality.

➤ **Key Achievements:**

- Completed 100% sales target for last 3 quarter-years.

2. Jan'23-Sep'2023

Junior Sales Executive
National Polymer Group
Goripur, Comilla.

➤ **Responsibilities:**

- Increase Product Orders and Services.
- Implementation of Marketing Strategies.
- Raise Brand Awareness and Market.
- Research and Analyze Market to Increase Opportunities.
- Innovated New & Attractive Ideas for Advertising Company's Products and Service.
- Always Keep Good Relation with Customer and Make Business Relation with new Customer.

➤ **Key Achievements:**

- Completed 100% sales target for last 6 months.

3. Jan'21- Dec'21

Project Assistant Manager
M N Huda Construction Ltd
Narayangonj Police Line, Narayangonj

➤ **Responsibilities:**

- Directing workers and activities.
- Observing inspecting load and unload raw materials.
- Distributing day labor's salary.
- Buying raw materials.
- Register expenditure.
- Maintaining stock report.
- Weekly, monthly inventory.
- Maintaining a manual register book.
- Manpower setting, training them up and monitoring.
- Production planning & developing quality.

➤ **Key Achievements:**

- Solved a dispute between 2 construction work teams, thereby, reduced the threat to the deadline.

Education:

2018-2020	Masters of Social Science (M. S. S) in Political Science Govt. Titumir Collage. (DU affiliated Collage) CGPA: 2.81(Out of Scale 4.00)
2011-2017	Bachelor of Social Science (B. S. S) in Political Science Govt. Titumir Collage. (DU affiliated Collage) CGPA: 2.84(Out of Scale 4.00)
2010-2011	HSC Charshahi Islamia Alim Madrasha Humaneties Result: 4.00 (Out of Scale 5.00)
2008-2009	SSC Charshahi Islamia Alim Madrasha Humaneties Result: 4.81 (Out of Scale 5.00)

Skills:

Computer: Working Knowledge of Microsoft Word, Excel & PowerPoint and Internet.

Presentation: Developed ability to produce reports & presentations to a professional standard.

Leadership: Founder President, Makhlukur Rahman Jubo Unnoyon Forum (A voluntary social organization of my village).
Secretary, Charshahi Student Association-Dhaka.

Communication: Excellent communicative skills in both Bengali and English in Oral and Writing.

Interests & Achievements:

Travel: The country spread travel through Cox's Bazar, Dhaka, Sylhet, and Khulna from 2013 to 2017. This includes periods of traveling of my own.

Reading: I like to read thrillers, science fiction, science magazine & theology.

Language Proficiency:

Language	Understanding	Speaking	Writing	Listening	Reading
Bengali	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user
English	Independent user	Independent user	Independent user	Independent user	Independent user

Personal Information:

- ❖ **Full Name** : Mahbubur Rahman
- ❖ **Father's Name** : Mustaqur Rahman
- ❖ **Religion** : Islam
- ❖ **Blood Group** : O+

- ❖ **Date of Birth** : 14th Decembar 1994
- ❖ **Age** : 30 Years
- ❖ **Marital Status** : Unmarried
- ❖ **Height** : 05 Feet 02 Inch
- ❖ **Nationality** : Bangladeshi by Birth
- ❖ **Permanent Address** : Charshahi, Lakshmipur-3708

Reference:

1. **Mohammad Abu Saeed**
Senior Officer
Standard Chartered Bank
Nasirabad Branch, Chottogram
E-mail: Mohammadabusaeed@gmail.com
Mobile: +8801670-472857

2. **Muhammad Abdul Hannan**
officer
Exim Bank
Chondrogonj Branch, Chondrogonj, Lakshmipur
E-mail: tuhinpacs2010@gmail.com
Mobile: +8801676-608240