



# Md Hriday Sheikh

Multisector Professional with Expertise in Courier Operations, Sales & Marketing, and Client Management.

## Contact



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Mirpur\_1, Dhaka, Bangladesh



## Career Summary

"I am an experienced and responsible professional with practical work experience in courier service, land project, and marketing. I have worked for 4 years as a Booking Officer in a courier company, gaining expertise in customer service, booking management, and delivery coordination. During my 3-month tenure in a land project, I was actively involved in client communication, field visits, and team collaboration. Additionally, I worked as a Senior Marketing Officer for 6 months, where I developed skills in target-based sales, client dealing, and market analysis. I am punctual, target-driven, and always eager to learn new skills."



## Education

- Bachelor of Science (B.Sc.)**  
*National University, Dhaka*  
Main Subject: Knitwear Manufacture & Technology (KMT)  
Session: 2018\_19  
CGPA: 2.88 out of 4
- Higher Secondary Certificate (HSC)**  
*FM International School & College, Dhaka*  
Group: Business Studies  
Passing Year: 2018  
GPA: 3.61 out of 5
- Secondary School Certificate (SSC)**  
*Perikhali P'U Model High School, Rampal, Bagerhat*  
Group: Business Studies  
Passing Year: 2016  
GPA: 3.67 out of 5



## Job Experience

- Executive (Sales)**  
*Pran RFL (Best Buy)*  
**Working place :** Taltola, Agargaon, Dhaka  
**Section :** Sales & Customer Service  
**Duration :** June, 2025 - Running.....
- Senior Marketing Officer**  
*Hasan Home's and Developer's Ltd.*  
**Working place :** Sel Trident Tower, Nayapalton, Dhaka-1000  
**Section :** Sales & Marketing  
**Duration :** January, 2025 - May, 2025
- Executive**  
*Unicon Tiles & Bricks*  
**Working place :** Durgapur Demra, Dhaka-1360  
**Section :** Marketing  
**Duration :** April, 2024 - November, 2024
- Merchandiser (Intern)**  
*Pakiza Knit Composite Ltd.*  
**Working place :** Thana Stand, Pakiza, Savar, Dhaka  
**Section :** Merchandising & Marketing  
**Duration :** January, 2024 - March, 2024
- In-Charge.**  
*Shodagor Express Limited*  
**Working place :** Central Hub, Keraniganj, Dhaka-1312  
**Section :** Parcel Operation (Night)  
**Duration :** August, 2023 - December, 2023
- Asst. In-Charge**  
*Sundarban Courier Service (Pvt.)*  
**Working place :** Mohammadpur Branch, Dhaka-1207  
**Section :** Booking & Parcel  
**Duration :** January, 2019 - July, 2023

## About Me

- Father: Md Shahalome Sheikh
- Mother: Selina Begum
- Blood Group: O (+) ve
- Date of birth: 17-10-2001
- NID: 511 420 85\*\*
- Nationality: Bangladeshi
- Marital status: Unmarried
- Religion: Islam
- Pr. Address: Perikhali, Rampal,  
Bagerhat-9340

## Personal Strengths

- Quick Learner
- Problem-solving
- Team Player
- Leadership
- Decision Making
- Process improvement
- Time management

## Computer Skills

- MS Word
- MS Excel
- Microsoft PowerPoint
- Fast React
- Email correspondence
- Internet Browsing
- Typing Speed Bangla  
(Avro 20), English (25)

## Training Experience

- **Organisation Name** : Sundarban Courier Services (Pvt.) Ltd.
- **Training Name** : Organizational Behavior  
(Conducted On 30<sup>th</sup> July 2023)

## Technical Experience

- **Institute Name** : Trust Technical Training Institute (TTTI)  
(Run By Bangladesh Army)
- **Course Name** : Driving Cum Auto Mechanics
- **Duration** : July-December 2018
- **Secured Grade** : A+

## Language Proficiency

- Bangla
- English

## Interested

- Learning
- Traveling
- Blogging
- Football

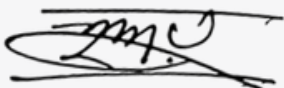
## Others Skills

- Proficient in Riding a Motorcycle
- Proficient in Driving a Car

## Emergency Contact

- **Relationship** : **Father**
- **Name** : Md. Shahalome Sheikh
- **Mobile Number** : +88 01736-013057

## Signature of Applicant



## References