

Nur Solayman

📍 Nur Islamer baper bari, 1no Ward, Dhormopur, Noakhali Sadar, Noakhali Sadar, Noakhali 3800

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Career Objective

To excel professional in a reputed and dynamic organization where there is scope for career development.

Special Qualification

Excellent communication and interpersonal skills. *Good command over MS Office *Internet browsing and email handling.* Data entry (Typing Speed 30-35 word per minute both English and Bengali)

Experience

Total Year of Experience: 9.8 yrs

- 1. Assistant Marketing Officer (0.4 yrs)**
(09 Dec, 2025 - Continuing)
Abul Khair Group
Chittagong
Area of Expertise
Sales & Marketing (1 month)
Duties/Responsibilities
To ensure Companies Products lifting, Visibility, Availability.
- 2. Junior Officer (5.1 yrs)**
(06 Sep, 2020 - 23 Oct, 2025)
Islami Bank Bangladesh PLC
Dhaka
Area of Expertise
Banks & Financial (5.1 yrs)
Duties/Responsibilities
Handling Cash Management, General Banking & Investment Portfolio
- 3. Assistant Marketing Officer (0.2 yrs)**
(20 Jun, 2019 - 30 Aug, 2019)
TARA TOBACCO COMPANY LTD
Chittagong
Area of Expertise
Sales (2 months)
Duties/Responsibilities
Achieving companies Target, Work under pressure.
- 4. Chittagong (4 yrs)**
(01 Aug, 2015 - 19 Jul, 2019)
Abul Khair Tobacco Company Ltd.
D.T Road, Pahartali, Chittagong
Area of Expertise
Data Entry (English) (3.9 yrs)

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Social Science (MSS)	Political Science	Chittagong College	First Division/Class	2020	2	
Bachelor of Social Science (BSS)	Social Science	National University	First Division/Class	2017	3	
HSC	Business Studies	Sonapur Degree College	2.9 out of 5	2014	2	
SSC	Business Studies	Prabartak Bidyapith	4.13 out of 5	2012		

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Foundation Training	Customer Service, Note Shorting, ATM Management, Cash Management, Integrated Supervising System (ISS) reporting	IBRTA	Bangladesh	Dhaka	2021	7 days

Professional Qualification

Certification	Institute	Location	From	To
computer operator	Abul Khair Tobacco Co. LTD		01 Aug, 2015	29 Feb, 2016

Career and Application Information

Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales, Data Entry/Operator/BPO
 Looking For : Mid Level Job
 Present Salary : Tk. 30000
 Expected Salary : Tk. 45000
 Preferred District : Brahmanbaria, Bandarban, Chattogram, Cox's Bazar, Dhaka, Noakhali, Rangamati

Skill

Fields of Skill	Description
	Excellent communication and interpersonal skills. * Good command over MS Office (Word, Excel, PowerPoint). * Internet browsing and email handling. * Strong analytical and problem-solving ability. * Data entry and documentation accuracy * Customer service and client relationship management. * Time management and multitasking skills. * Ability to work under pressure and meet deadlines. * Teamwork and collaboration skills. * Basic knowledge of banking operations and software. * Report writing and record-keeping skills. * Ethical decision-making and integrity in work. * Adaptability to new technology and work environment.

Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	Medium

Personal Details

Father's Name : Mofizul Hoque
Mother's Name : Rahima Khatun
Date of Birth : 10 Oct, 1996
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 6902401378
Religion : Islam
Blood Group : A+
Height (Meter) : 5.6
Weight (Kg) : 73

Reference

Name : Mizanur Rahman
Organization : Abul Khair Tobacco
Company Ltd
Designation : Asst. Manager
Address : D.T. Road, Pahartali,
chittagong
Mobile : 01713162353
Email :
m007.rahman@yahoo.com
Relation : Professional

Name : Mohammad Mohiuddin
Mahmud
Organization : Islami bank Bangladesh
PLC
Designation : Vice president
Address : Majdee Court Branch,
Noakhali
Mobile : 01718779934
Relation : Professional