

CV
MD. ARIF ALAM
Cell: +8801785-053352
E-mail: mdarifalam0133@gmail.com



Mailing Address:

House # 29/9, Block-C, Tajmohal Road,
Mohammadpur, Dhaka-1207.

Career Objective:

I am seeking a position where I can leverage my interpersonal skills and creativity to contribute effectively within an organization. I aim to utilize my capabilities to serve both the organization and the country while enhancing my own career growth and knowledge.

Education Attainments:

BBA Certificate

Institute : New Model University College
Group : Finance and Banking
Board : Dhaka
Expected Graduation: 09/2023 (4th Year)

Higher Secondary Certificate (H.S.C)

Institute : Dhaka State College
Group : Business Studies
Board : Dhaka
Passing Year : 2017
GPA : 2.84 out of 5.00

Secondary School Certificate (S.S.C):

Institute : Shahjahan Memorial School
Group : Science
Board : Dhaka
Passing Year : 2015
GPA : 2.94 out of 5.00

Extra-Curriculum Activities:

- ❖ Strong analytical and leadership skills.
- ❖ Excellent interpersonal and communication skills.
- ❖ Team player with a proactive approach.
- ❖ Diligent, hardworking, and honest.
- ❖ Able to create a friendly environment with individuals of all backgrounds.

Physical Fitness and Personality:

- ❖ Possess a strong physique and a determined mindset.
- ❖ Ambitious and dedicated to achieving personal and professional success.
- ❖ Confident in working harmoniously within a team.

Personal Details:

Name	:	MD. ARIF ALAM
Father's Name	:	Md. Foyaz Alam
Mother's Name	:	Shabana Begum
Date of Birth	:	03 rd April, 1999
Religion	:	Islam
Nationality	:	Bangladeshi
Marital Status	:	Married
Gender	:	Male
Permanent Address	:	House # 29/9, Block-C, Tajmohal Road, Mohammadpur, Dhaka-1207.

Computer Skills :

- ❖ Completed a 4-month Computer Operation course (Hardware & Software) with Muslim Aid UK Serving Humanity.

Proficient in MS Word, MS Excel, MS PowerPoint, MS Outlook, MS OneDrive, Google Docs, Google Sheets, Google Slides, Google Gmail, Google Zoho Write, and Internet Browsing.

Language Skills:

Bengali: Native Language
English: Excellent Command
Hindi: Excellent Command
Urdu: Good Command

Experience :

Office permanent staff • Field Assistant Executive, Field Supervisor & Controller • Global Research & Marketing (GRM) (May'2022- August'2023)

Managed projects including

Pepsi Hut Bangladesh “Continuing Professional Development”, (Transcom Beverages Ltd.)

Detergent product test “Continuing Professional Development” (RSPL India)

Laundry bar product test “Continuing Professional Development” (RSPL India)

Baby Diaper product test “Continuing Professional Development” (RSPL India)

Mobile Consumer Survey Tracing Project 2021,2022,2023 (Transsion Holding),

Bangladesh Pesticides Project CATI

(FAO Bangladesh with GeoPoll Research Services and Mobile Surveys)

Brand Track International Tracing Project 2022 to 2023 (Honda International),

Top Fan Bangladesh Survey

and more.

Office permanent staff • Field Supervisor & Controller • DBI Research Private Limited (1 year)
Responsible for overseeing projects, maintaining control and quality.

Office permanent staff • Field Assistant Executive • Force n Focus Limited (3 months)
Successfully managed various projects, ensuring efficient field operations.

Freelancer • Field Supervisor & Controller • (MRB) KANTAR Researcher Private LTD. (2018-2021)

Effectively supervised and controlled projects, ensuring their smooth execution.

Freelancer • Field Investigator • (MRB) KANTAR Researcher Private LTD. (2016-2018)

Contributed to projects such as One Track, Zayden, Cyprus, NMS, Royal, Link (CLT), and others.

Hobbies & Interest:

Travelling

Continuously enhancing computer skills

Reading newspapers and historical books

Enjoying sports like Cricket and Football

I affirm that the information provided above is accurate to the best of my knowledge.

Signature

MD. ARIF ALAM

Date: