

**ABU HENA MD. BODIUZZAMAN**

Mobile : +880 1752 - 129111  
Email : abumrhena@gmail.com  
Address : House No: 49, Anantapur R/A, Habiganj – 3300.

**Career Objective**

- I am interested to work in a dynamic, challenging, creative and service oriented organization where I can explore my creative and use my academic and working knowledge and expertise properly.

**Academic Certification**

- **Masters of Social Science (M.S.S)**
  - Institute : Moulvibazar Govt. College, Moulvibazar.
  - Board : Under National University.
  - Group : Political Science.
  - Passing Year : 2019
  - Result : CGPA : 2.66 on scale of 4.00
- **Degree Pass (B.A)**
  - Institute : Brindaban Govt. College, Habiganj.
  - Board : Under National University.
  - Group : Bachelor of Arts (B.A)
  - Passing Year : 2015
  - Result : 2nd Division.
- **Higher Secondary School Certificate (H.S.C)**
  - Institute : Brindaban Govt. College, Habiganj
  - Board : Sylhet.
  - Group : Business Studies.
  - Passing Year : 2010
  - Result : GPA: 3.90 on a scale of 5.00
- **Secondary School Certificate (S.S.C)**
  - Institute : J.K & H.K High School, Habiganj
  - Board : Sylhet.
  - Group : Business Studies.
  - Passing Year : 2008
  - Result : GPA: 4.06 on scale of 5.00

**Language Proficiency**

- English: Good command both reading, writing and speaking.
- Bangla: Excellent command over reading, writing and speaking.

## Employment History

### 1. Sales Officer (November 02, 2024 – Continuing)

#### **Marico Bangladesh Ltd.**

**Office Location:** GCI Limited, Anwarpur Baipass Road, Habiganj.

**Responsibilities :** 01. Maintaining client relations 02. Research competitors 03. Set sales goals 04. Lead sales and marketing team 05. Relationship building 06. Developing in-depth knowledge of company products 07. Sales strategy development.

### 2. Customer Care Executive (March 01, 2022 September 30, 2024)

#### **Walton Group**

**Company Location:** Plot- 1088, Block- 1, Bashundhara, Vatara, Dhaka- 1229.

**Responsibilities :** 01. Product/Complaints Receive & Information sharing to the customer 02. Product Delivery 03. Attending Phone Call 04. Direct Sales 05. Bill Posting in Oracle 06. Bill confirmation Call to customer 07. Service Done Confirmation to Customer 08. Pickup Scheduling & Maintaining 09. Communication with Sales Point 10. Walking Customer's feedback Taking & Reporting 11. Decision Pending Clearing & Inform to the concern section 12. Vat challan preparing.

### 3. Sales Officer (February 02, 2019 – January 31, 2022)

#### **Marico Bangladesh Ltd.**

**Office Location:** H- Sharif Store, Commercial Area, Prodhon Dakghore Sorok, Habiganj-3300.

**Responsibilities :** 01. Maintaining client relations 02. Research competitors 03. Set sales goals 04. Lead sales and marketing team 05. Relationship building 06. Developing in-depth knowledge of company products 07. Sales strategy development.

### 4. Field Officer (October 01, 2017 – January 31, 2019)

#### **GLDP (Grassroots Level Development Program)**

**Office Location:** Shantibag R/A, PTI Road, Habiganj-3300.

**Responsibilities :** 01. Develops loan application by evaluating applicant information and documentation, 02. Consults with clients about their lending needs to help them achieve their financial goals, including the collection and analysis of information about the client's financial situation, 03. Approves loans by issuing checks or forwarding applications to loan committee, 04. Prepares and submits timely and accurate loan files, 05. Helps customers by answering questions and responding to requests, 06. Accomplishes organization mission by completing related results as needed.

## Professional Qualification :

| Module     | Description                                                                                             | Course Duration |
|------------|---------------------------------------------------------------------------------------------------------|-----------------|
| Module- 01 | MS Word, MS Excel, Adobe Illustrator, Adobe Photoshop, Adobe Animate CC, Internet Browsing, Word press. | 360             |
| Module -02 | Welding & Fabrication                                                                                   | 360             |
|            | Full Course Duration                                                                                    | 720 hr          |

## Personal details

- Name : Abu Hena Md. Bodiuzzaman
- Father's Name : Late Md. Shamsuddin
- Mother's Name : Shamsunnahar
- Present Address : Vill: Anantapur R/A House NO. 49  
P.O + P.S: Habiganj, Dist: Habiganj
- Permanent Address : Vill: Anantapur R/A House NO. 49  
P.O + P.S: Habiganj, Dist: Habiganj
- Date of Birth : 23<sup>th</sup> March 1992
- Religion : Islam
- Nationality : Bangladeshi (by birth)
- Sex : Male
- Marital Status : Married
- National ID : 4164091359

## Personal Abilities

I am self confident and positive, willing to accept responsibility performing according and able to work in teams as well as individually and capable of maintaining effective communication.

*Abu Hena*

**Date :**    /    /

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Abu Hena Md. Bodiuzzaman