

MD. AL-AMIN

Professional Service Officer



CONTACT

+8801813112818

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Nabiganj, Habiganj, Sylhet, Bangladesh

LANGUAGE

- Bengali (Native)
- English (Good Working Proficiency)

SOFTWARE

- Adobe Photoshop
- Adobe Illustrator
- Adobe Premier Pro (Basic)

SKILLS

- Microsoft Office
- Communication Skill
- Customer Relationship Management
- Reporting & Documentation
- Teamwork & Sales Target Management
- Graphic Design & Drawing/Painting

PROFILE SUMMARY

A motivated and career-focused professional currently working at RENATA PLC as a Professional Service Officer. Experienced in communication, customer relationship management, reporting, and achieving targets. Looking for an opportunity to contribute skills and grow within a reputed organization.

EDUCATION

Exam	Institute	Group	Passing year	Result
BFA	Jatiya Kabi Kazi Nazrul Islam University	Print Making	2022	3.14 out of 4.00
HSC	Nazrul Degree College	Science	2015	3.17 out of 5.00
SSC	Matbari Union High School	Science	2013	4.38 out of 5.00

EXPERIENCE

PROFESSIONAL SERVICE OFFICER

Renata PLC

Nabiganj, Habiganj, Sylhet

June 2025 – Present

Responsibilities:

- Maintain professional relationships with clients and healthcare professionals
- Achieve monthly targets through effective communication and planning
- Prepare daily and monthly activity reports
- Promote company products through field visits and presentations
- Manage customer queries and provide service support
- Work under pressure and meet deadlines efficiently

ASSISTANT TEACHER (DRAWING)

Joynal Abedin International School

Trishal, Mymensingh.

2021 -2025

PERSONAL DETAILS

Date of Birth: 02-02-1998

Nationality: Bangladeshi

Marital Status: Unmarried

Permanent Address: Vill_Badamia, P.O_Raniganj, P.S_Trishal, Dis_Mymensingh.