



## MD IMDAD HOSSAIN

### ABOUT ME

To secure a challenging position in reputed organization to expand my learning's, knowledge and skills to fully utilize my qualification while making a signification contribution to success of the company.

### CONTRCT

+974 6648 5479

mimdadkctg@gmail.com

Muaither, Qatar.

#### Passport Details

Passport No : A12791294

Date of Issue : 18 Oct 2023

Date of Expiry: 17 Oct 2033

#### Motor Driving License

Ctg-BRTA-Bangladesh

DL No. CG0262828CL0003

Light & Motorcycle.

#### Education

##### Master of Social Science

2014-2016

National University

Bangladesh.

##### Bachelor of Social Science

2011-2014

National University

Bangladesh.

##### Higher Secondary / Alim

2009-2011

Darul Ulom Kamil Madrasha

Madrasah Education Board

Bangladesh.

##### Secondary School/ Dakhil

2005-2006

Sikalbaha Ohidia Fazil Madrasha

Madrasah Education Board

Bangladesh.

#### Training & Courses

One Year diploma in Computer

Technology Under Banfladesh

Technical Board.

#### Graphics Design & Multimedia

Chittagong City Corporation

Computer Institute. Chattigong

Bangladesh.

Under Bangladesh Technical

Education Board.

### WORKING EXPERIENCE

#### NAZIM COMPUTERS, Chittagong, Bangladesh

##### Sales Executive & IT Expert

##### Hardware & Software

Duration: 3 Years

Chattogram, Bangladesh

##### Duties & Responsibilities

- Generated Sales Leads.
- Identify and assess customers' needs to achieved satisfaction.
- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operating.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper and adjusting equipment setting.
- Troubleshooting equipment multifunctional and software errors.
- Responding to user requests and problems.

#### IT SKILLS & SOLUTION, Chittagong, Bangladesh

##### Sales Executive & IT Expert

##### Hardware & Software

Duration 3 Years

Chattogram, Bangladesh.

##### Duties & Responsibilities

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operating.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper and adjusting equipment setting.
- Troubleshooting equipment multifunctional and software errors.
- Responding to user requests and problems.

#### SHAH PIR TRADERS, Chittagong, Bangladesh

##### Sales Executive

Duration 2 Years

Chattogram, Bangladesh.

##### Duties & Responsibilities

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.

## ► Language

- Bangla
- English
- Arabic
- Urdu
- Hindi

## ► Software Skills

- Operating System
- Windows XP
- Windows 2007
- Windows 2008
- Windows 2010
- Windows 2011
- Email Marketing
- Internet & Networking

## ► Office Management

### Application

- MS Office 2003
- MS Office 2007
- MS Office 2010
- MS Office 2013
- MS Office XP

## ► INTEREST

- Reading Journals on Tourism & Travel.
- Reading Business Article and feature.
- Travelling.
- Social Networking.

## ► PARTICIPATION

- Participate in many national conference, seminars, field work and programs.

## ► SPECIALIZATION

- Customer Support.
- Marketing and Seles.
- Digital Marketing .
- Branding.
- Copywriting.

## ► GREEN TECH, Chittagong, Bangladesh

### SUPERVISOR & Customer Service Executive

Duration 2 Years

Chattogram, Bangladesh.

#### Duties & Responsibilities

- Coordinating calenders.
- Preparing reports and updating internal databases.
- Developing and directing organization strategy.
- Drafting organizational policies and philosophies.
- Overseeing day-to-day business activities.
- Conducting performances reviews.

## ► MULTITECH SYESTEM, Chittagong, Bangladesh

### Customers Services Executive

Andarkilla, Chattongra, Bangladesh.

Duration 2 Year

#### Duties & Responsibilities

- Managed large amount of incoming outgoing phone calls and email.
- Generated sales leads.
- Identify and assess customers' needs to achieve satisfaction.
- Took the extra mile to engage customers.
- Followed communication procedures, guidelines and policies.

## ► Personal Details

Father's Name : Mohammad Nazem  
Mother's Name : Sajada Khatun  
Date of Birth : 6<sup>th</sup> May, 1991  
Marital Status : Married  
NID No. : 7330217584  
Nationality : Bangladeshi  
Religion : Islam  
Blood Group : O<sup>+</sup>  
Present Address : 665, Muither, Qatar.  
Permanent Address : Vill & Post: Sikalbaha  
Police Station: Karnaphuli.  
District: Chattogram  
Country: Bangladesh.

## ► DECLARATION

I hereby, declare to the best of my knowledge and belief that this CV correctly my qualification and me.

MD IMDAD HOSSAIN