

M.G.Shams Khan
49/2, Azimpur Road, Dhaka-1205
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Objective

Achieving a dynamic and challenging job, where I can utilize my interpersonal skills, creativity and learning experience to develop my career as well as to contribute in the welfare of the organization.

Professional Experience

Organization:

Astha Traders, Marketing and Public Relation - Assistant Manager, January2017- Present
Work activities include agent monitoring and coordinating of overall sales, corporate clients, promotional activity, customer service, update public communication tools to ensure product and service delivery.

Organization:

Astha Traders, Marketing and Public Relation - Coordinator, August2014 - January2017
Major responsibility was to build relationship with corporate clients, arrange press conference, promotional activity, customer service, creating public communication tools to ensure product delivery.

Organization:

Roxy Paints Limited, Corporate Sales - Executive, December2013 - July2014
Key responsibilities were sales, performing in group, meeting deadlines, leading for specific purpose, Arranging meetings, trade shows, products promotion activity, daily client visit.

Educational Background

Master in Business Administration (MBA)

Bangladesh University of Professionals (BUP)

Major: Marketing

CGPA: 3.14(In scale of 4.00)

Year-2017

Higher Secondary Certificate (HSC)

Udayan higher secondary School

Major: Business study

Board: Dhaka

CGPA: 4.70 (In scale of 5.00)

Year-2008

Bachelor in Business Administration (BBA)

American International University – Bangladesh (AIUB)

Major: Marketing

CGPA: 3.23(In scale of 4.00)

Year-2014

Secondary School Certificate (SSC)

Udayan higher secondary school

Major: Business study

Board: Dhaka

CGPA: 4.13 (In scale of 5.00)

Year-2006

Computer Skills

- Windows XP/7/10, Microsoft office program (Word, Excel, PowerPoint & publishers).Google doc drive.
- Web browsing, checking and responding to E-mails, social networking, social media marketing.

Professional Activities

Travelling for career development, volunteer works, photography and doing any work to increase professional performances.

Active Training and Seminar Participations -

- Alumnae member of South Asian Media Institute (Pathshala)
- General member at Edward M. Kennedy (EMK) Centre.
- Import Export BD: Training on Export import business in Bangladesh.
- Roxy Paints Ltd: Training on different paints & its elements.
- Nestle Bangladesh: conference on Bangladesh operation.
- Grameenphone: Training on organizational hierarchy.
- Branding for financial institutions by City Bank.
- Member at Russian Centre for Culture and Science.

Personal information

Permanent Address: 49/2, Azimpur Road, Dhaka-1205

Date of Birth: 29-July-1991

Nationality: Bangladeshi by birth

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References

1. Muhammed Arifur Rahman, Assistant professor, Udayan School and College, Dhaka University Area, Contact no: 01552492870.
2. Muhammad Zahedul Alam, Associate Professor, Faculty of Business Studies, Bangladesh University of Professionals, Mirpur Cantonment, Dhaka1216, Phone: 028000261-4, Cell-01715030184, email: zaheddu2000@yahoo.com



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