

Shoaib Mohammad

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Profile Summary:

Dedicated Results-Driven Professional with Proven Multifaceted Success. Adaptable and motivated, I excel in dynamic environments, consistently delivering exceptional outcomes. Adept in communication and interpersonal skills, I foster connections with stakeholders across hierarchies.

Career Goals:

My goal is to leverage my strategic mindset to drive organizational growth and success. By contributing valuable insights and fostering teamwork, I aim to consistently achieve and exceed company objectives. Committed to continuous learning, I strive to create a lasting positive impact through skillful expertise and professional development.

Educational Experience:

- ✚ **Master of Arts in Corporate Communications** from **University Putra Malaysia** - Achieved CGPA of **3.59** (Scale of 4.00).
- ✚ **Bachelor of Business Administration (BBA) in Marketing** from **American International University Bangladesh**. Achieved CGPA of **2.83** (Scale of 4.00).
- ✚ **Higher Secondary Certificate (HSC) in Commerce** from **Dhaka Imperial College**, Achieved GPA of **3.50** (Scale of 5.00).
- ✚ **Secondary School Certificate (SSC) in Commerce** from **Monipur High School**. Achieved GPA of **4.13** (Scale of 5.00).

Work Experience:

1. Currently working at **Globe Pharmaceuticals Group of Companies Limited** as **Personal Secretary to the Chairman** from **March 2022 – Present**.
 - ✚ Provide extensive administrative support to the Chairman, including managing appointments, travel arrangements, and communications.
 - ✚ Prepare and edit correspondence, reports, and presentations for internal and external stakeholders.
 - ✚ Coordinate and facilitate meetings, conferences, and events with flawless execution.
2. Previously employed at **Felmo Tech SDN BHD** as **Marketing and Sales Executive** from **February 2019 - April 2020**.
 - ✚ Developed and implemented marketing strategies to boost sales.
 - ✚ Conducted market research to understand customer needs.
 - ✚ Fostered client relationships for superior customer service.
 - ✚ Created sales proposals, negotiated contracts, and achieved sales targets.
 - ✚ Monitored market trends and competitors for service improvements.
3. Internship and Training at **Aalok IT Limited** as **Marketing and Sales Intern** from **August 2016 – November 2016**.
 - ✚ Assist in developing and implementing marketing campaigns for promoting internet services.

- ✚ Conduct market research to identify customer segments and their needs.
 - ✚ Support creation of marketing materials (brochures, website content, social-media posts etc).
 - ✚ Assist in managing online presence (social-media, website updates).
4. Entrepreneurial Experience at **City Network, Dhaka** as Cofounder, **October 2015 – August 2019**.
- ✚ Successfully established a national Internet service providing company in Mirpur, Dhaka.
 - ✚ Oversaw all aspects of business operations, including business development, marketing, and customer relationship management.
 - ✚ Led a team of employees and ensured efficient service delivery and customer satisfaction.
 - ✚ Implemented strategies to expand the customer base and increase revenue.

Achievements:

- ✚ Organized **orientation programs** for the newcomers and successfully organized various events **including International Mother Language Day, Independence Day, Pahela Baishakh, Victory Day, Eid and Iftar gatherings, and Annual Sports Events** as a leader.
- ✚ Accomplished successful completion of **multiple university projects** within set **timelines and budgetary limitations**. Implemented **streamlined processes** and **efficient tools** to optimize **time management**.
- ✚ Achieved **excellent results** in **master's level examinations**.
- ✚ Effectively coordinated **promotional and program** activities as a **general member** of the **International Students' Association**.

Volunteer Work and Community Involvement:

1. **Bangladeshi Students' Association of University Putra Malaysia**
 - ✚ **Vice President:** (2020-2022)
 - ✚ **General Secretary:** (2019-2020)
2. **University Putra Malaysia International Students' Association**
 - ✚ **General Committee Member:** (2018-2019)

Personal Abilities:

- ✚ Strong **interpersonal skills** and **quick Learner**.
- ✚ **Active listening**, and **responsiveness** to client and customer needs.
- ✚ **Effective communication** (written and verbal).
- ✚ **Sales negotiation and closing deals**.
- ✚ **Positive thinking, Self-motivated, Adaptable and flexible**.
- ✚ **Relationship** building.
- ✚ **Technological skills:** Proficient in using productivity tools (**Microsoft Office Suite, Google Suite, Photoshop, Canva, Wordpress** etc.), familiarity with project management and collaboration platforms, ability to adapt to new technologies and software.

Key Skills:

- ✚ Strategic planning and execution
- ✚ Project management
- ✚ Cross-functional collaboration
- ✚ Problem-solving and critical thinking
- ✚ Analytical skills

- ✦ Leadership and teamwork
- ✦ Goal-oriented mindset

Interests and Hobbies:

- ✦ Keeping up-to-date with the latest technology trends and advancements.
- ✦ Exploring and experimenting with new software and tools to enhance professional skills.
- ✦ Traveling to new places and experiencing different cultures.
- ✦ Reading books on business, leadership, and personal development.
- ✦ Watching documentaries and movies on history and science.
- ✦ Volunteering for social and community events and initiatives.

Language Proficiency:

- ✦ **Bengali:** Native
- ✦ **English:** Professional proficiency

Personal Details:

Father's Name : Md. Mahbubur Rahman.
Mother's Name : Sharmin Mahbub.
Date of Birth : 11th July 1993
Gender : Male
Nationality : Bangladeshi
Religion : Islam

Reference(s):

Name: Khandaker Sakib Ahmed
Organization: Shahjalal Islami Bank Limited
Designation: Managing Director
Address: Gulshan Ave, Dhaka
Mobile: +8801755556015
Relation: Uncle

Name: Prof. Dr. Mahmudur Rahman
Organization: National Hospital of
Neurosciences & Hospital
Designation: Neuro-medicine Specialist
Address: Agargaon, Dhaka.
Mobile: +8801685048243
Relation: Uncle

I hereby affirm that all the information provided in this resume is true and accurately represents my qualifications, experiences, knowledge, and beliefs. I am prepared to submit any necessary evidence or supporting documents upon request.

Thank you & Best Regards,



Shoaib Mohammad