



MD. NAEEM PATOARY



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CAREER OBJECTIVE

Willing to build up career in a challenging position and to prove myself as quick learner and highly energetic person to face any challenge in the General & Information Technology sector where the contribution will be acknowledged, if would be given an opportunity.

LANGUAGE SKILL

- Bengali (Mother Tongue)
- English (Fluent) both in Speaking & Writing

Computer Skill

Operating System: Windows (XP/Windows 7, 8, 10, 11)

MS Office: MS Word, MS PowerPoint, Excel, Access, Outlook, Office 365

Graphical Software: Adobe Photoshop, Adobe Illustrator

Internet Technologies: Internet Browsing, SEO, SMM, E-Mail Marketing, Freelancing & Outsourcing on Digital Marketing

ACHIVEMENTS

- ❖ Strong communication and interpersonal skills.
- ❖ Good analytical and problem-solving skills.
- ❖ Good sales Executive
- ❖ Achieved Sales KPI & award
- ❖ Time management
- ❖ Good Customer Service Skill
- ❖ A Good Volunteer

WORK EXPERIENCE

1. Amar Pharma Ltd. (A sister concern of Daffodil)

Oct,2022-Sept, 2023

Position: Assistant Officer (F/A)

Department: Sales & Purchase

Area: Daffodil Smart City (DSC),

Ashulia, Dhaka-1341z

Key Responsibilities

- ✓ Customer support, Vendor Communication
- ✓ Product sales to customer
- ✓ Office management
- ✓ Time management
- ✓ ERP Management
- ✓ Team Management
- ✓ Preparing meeting
- ✓ Preparing daily sales report
- ✓ Preparing well-researched documents
- ✓ Writing business proposal and policy
- ✓ report Sales supervisor & head office accordingly
- ✓ Any other duty given by top management must be here

ACADEMIC QUALIFICATIONS

Present

Institute

: Bachelor of Business Administration (B.B.A)

: Dighapota M.K (Hon,s) College, Natore

National University, Bangladesh

Major

: Management

CGPA

: 3rd year running

2019

: Higher Secondary Certificate (HSC)

Institute

: N.S Gov't College, Natore

Group/Subject

: Business Studies

CGPA

: 3.42 (Out of 5.00)

2017

: Secondary School Certificate (SSC)

Institute

: Chhatani High School Natore

Group/Subject

: Science

CGPA

: 4.27 (Out of 5.00)

PERSONAL DETAILS

Fathers Name : Md. Mannan Patoary

Mothers Name : Mst. Nasima Begum

Nationality : Bangladeshi (By Birth)

Religion : Islam

Sex : Male

Marital Status : Single

Date of Birth : 15 October, 2001

Height : 5 fit 7 Inch

Weight : 54 kg

Blood Group : “O+”

Birth Place : Chhatni, Natore Sadar,
Natore-6400

PERSONAL STRENGTH

- ✓ Confident & positive, willing to accept responsibility
- ✓ Willing to work for the best for an organization
- ✓ Open Minded in adapting new & challenging situation
- ✓ Able to work in a team & can maintain effective relationship

HOBBIES

-  Photography
-  Music
-  Travelling
-  Gaming
-  Reading Books
-  Blog Writing

TRAINING SUMMARY

Course Name : Digital Marketing

Institute : LEADS Training & Colsulting Ltd.

Duration : 6 Months (216 Hours)

Course Name : Aptis - Forward Thinking English Testing

From : British Council Bangladesh

Institute : IBCS PRIMAX Software (BD) Ltd.

EXTRACURRICULAR ACTIVITIES

A general member of Red Crescent Natore Zone

A general member of BADHAN - A Voluntary Blood Donors' Organization

College Ambassador of ICT Olympiad Bangladesh

KEY SKILL

Capable of working in a team as well as independently

Comfortable with working long hours in the English lab as well as an organization


Fluent in speaking, writing and listening in both and Bengali.


REFERENCE

Md. Shahjalal Prodhania

Officer(F/A) at DIU & Operation Incharge at Amar Pharma Ltd.

Location : Daffodil Smart City (DSC), Ashulia, Dhaka-1341

 Phone : +880176-1882922

 Email : accounts@daffodil.family

Md. Moynul Hossain

Lecturer of Daffodil International University

Location : Daffodil Smart City (DSC), Ashulia, Dhaka-1341

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DECLARATION

I hereby certify that the above information is true & correct to the best of my knowledge.



MD. NAEEM PATOARY