



Md.Imtiaz Mahmood Sayed

CONTACT

☎ 01844074000, 01307711381

📍 House- 8/9, road - 07, Block-M,
Dakkhin Banashree, Dhaka

✉ imtiazmahmood66@gmail.com

COMPUTER SKILLS

Software :Microsoft Office (Word Document, PowerPoint Presentation, Excel Worksheet), Google Sheet, Google Docs, Google Drive.

Operating System :Windows Xp 7, Xp 8, XP 10

Editing Skills :Adobe Photoshop & Illustrator

Language

ENGLISH

SPEAKING SKILL

WRITING SKILL

READING SKILL

ARABIC

SPEAKING SKILL

WRITING SKILL

READING SKILL

Personal Communication

Excellent verbal and written communication ability.
Very effective in delivering presentations.

Managerial Skills

Effective leadership & motivating skills.

Good at giving directions, people management and target achievement.

Can work effectively under pressure

Interest

- Reading Book
- Newspaper
- Travelling
- Football
- Social Networking

PERSONAL

Father : Abu Sayed Md. Saleh

Mother : Naznin Akter

Religion : Islam

Marital Status : Married

Date of Birth : 30 December 1993

Blood Group : B+

Place of Birth : Noakhali

Objective

Personal Communication Excellent verbal and written communication ability. Very effective in delivering presentations. Managerial Skills Effective leadership & motivating skills. Good at giving directions, people management, and target achievement. Can work effectively under pressure

EDUCATION

Bachelor of Business Administration (BBA) - 2016

INDEPENDENT UNIVERSITY, BANGLADESH

Major in Accounting ,

CGPA - 2.20 out of 4.00

Higher Secondary Certificate (H.S.C)-2010

BANGLADESH INTERNATIONAL SCHOOL

& COLLEGE, RIYADH, KSA

Business Studies ,

GPA - 4.80 out of 5.00

Secondary School Certificate (SSC)-2008

BANGLADESH INTERNATIONAL SCHOOL

& COLLEGE, RIYADH, KSA

Business Studies

CGPA - 5.00 out of 5.00

TRAINING

Advance hardware and office program-
NITTC (2009)

Advance performance skill -
Bd jobs (2018)

Fundamental of project management-
BITM (2020)

Work Experience

Organization	Position	Job Summary	From (YYYY-Mon)	To (YYYY-Mon)
Doer services PLC	Senior Executive (Operation & Business development)	• Project manager in Doer school management system	2016-May	present
		• Lead business operation of agent banking		
		• Maintain Corporate business development		
		• Third-party acquisition & integration		
		• Develop The Business Agent Banking.		
		• Maintain the total deposit sector in agent banking		
Hammer activation Ltd.	Territory sales manager	• Target based sales	2015-March	2016-April
		• Business development		
		• Leading teams		
Interspeed marketing solution Ltd.	Brand representative	• Target based sales	2013-April	2014-December
		• Business development		
City Max Shopping Mall (K.S.A)	Sales executive	• Target based sales	2009-August	2010-July

REFERENCE

1. Dr A. K. Abdul Mubin
Former additional secretary
Ministry of finance and Ministry of communication
01713-014924

2. Syed Ahmad Rasul
Director
Doer services PLC
01713-386703

DECLARATION

I do hereby declare and certify that all the information stated above in the curriculam vita is true and complete to the best of my knowladge and belief .

Md. Imtiaz Mahmood Sayed
Date: