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**RÉSUMÉ OF:**

Abdullah Ahmmed Jubayer  
Plot: 28-29 (4<sup>th</sup> floor),  
Ranavola Main Road,  
Turag, Dhaka-1230.  
Mobile: 01674280170  
Email: jubayer.com@gmail.com

**OBJECTIVE:**

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To build a challenging career with any reputed **Company** in top level position utilizes my academic knowledge with other skills & experiences to prove myself.

**EDUCATION:**

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- ✦ **Master of Business Administration (MBA, Executive):**  
Southeast University, Major in Human Resource Management.  
CGPA: 3.68 out of 4.0 scales. Year-2015.
  
- ✦ **Bachelor of Science in Textile Engineering:**  
Southeast University, Major in Garments Manufacturing Technology.  
CGPA: 3.19 out of 4.0 scales. Year - 2011.
  
- ✦ **H. S. C. (Higher Secondary Certificate):**  
Shahid Ramizuddin College, Dhaka Cantonment.  
Dhaka Board, Year - 2006, Science Group, GPA: 4.10 out of 5.00
  
- ✦ **S. S. C. (Secondary School Certificate):**  
Olympia Textile Mills School, Tongi  
Dhaka Board, Year - 2004, Science Group, GPA: 4.00 out of 5.00

**INTERNSHIP:**

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Completed the Internship at **“Mondol Textile Ltd.”** successfully at the department of Merchandising (Trainee).

**SKILLS/ABILITIES:**

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**Management**

- ∞ Adept in working under pressure
- ∞ Practiced and comfortable in working as a team player

## Communication

∞ Exceptional expertise in interpersonal communication

| <u>Language</u> | <u>Speaking</u> | <u>Writing</u> | <u>Reading</u> |
|-----------------|-----------------|----------------|----------------|
| <b>Bengali</b>  | Excellent       | Excellent      | Excellent      |
| <b>English</b>  | Excellent       | Excellent      | Excellent      |

## Computer Proficiency

|                      |                                       |
|----------------------|---------------------------------------|
| ∞ Operating system   | : Windows XP, Vista, Windows7, Linux  |
| ∞ Worksheet          | : MS Excel                            |
| ∞ Word Processing    | : MS Word                             |
| ∞ Graphical Package  | : MS PowerPoint                       |
| ∞ Creative Design    | : Adobe Photoshop, Adobe Illustrator  |
| ∞ Video Editing      | : Camtasia Studio, Adobe After Effect |
| ∞ Web Design         | : Wordpress, OpenCart                 |
| ∞ Internet Marketing | : SEO, SMM                            |
| ∞ Hardware           | : Troubleshooting & Maintenance       |

## TRAINING:

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### ✦ Diploma in Graphics Design:

Institute: Illation IT Institute, Duration: 6 months  
Location: College Gate, Tongi

## JOB EXPERIENCES:

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### ✦ Graphics Designer (Technical) (1<sup>st</sup> October 2015 – Present)

Company: Grameen Telecom Trust  
Location: Mirpur-12, Dhaka

#### Job Responsibilities:

Responsible for online platform design, development, and updating online information. Manage strategic site redesign in order to improve brand messaging, engage new users, and improve conversion. Product design for Ecommerce and online platform posting. Design all kind of print content such as; yearly magazine, social banner, posters, etc. SEO for the Ecommerce and company website. Maintain company's Social Media platform.

### ✦ Graphics Designer (1<sup>st</sup> January 2014 – 30<sup>th</sup> September, 2015)

Company: Veroxy Technologies Ltd.  
Location: College Gate, Tongi, Gazipur.

### ✦ Creative Designer (1<sup>st</sup> July 2013 – 30<sup>th</sup> December 2013)

Company: Hope Worldwide Bangladesh.  
Location: Jamgara, Ashulia, Savar.

### ✦ Graphics Designer (1<sup>st</sup> January 2012 – 30<sup>th</sup> June 2013)

Company: Azwa Tech Ltd.  
Location: Uttara, Dhaka.

## PERSONAL STRENGTH:

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- ∞ Self-confident and be positive.
- ∞ Ability to manage time and being flexible.
- ∞ Ability to work efficiently under pressure and perform accordingly.
- ∞ Willing to accept responsibility and perform accordingly.
- ∞ Resourceful effective communication skill.
- ∞ Have a special confidence to understand and motivation system.
- ∞ Work independently and as a team member.
- ∞ Can handle high-pressure situations and deadlines.
- ∞ Assist other program as per required.
- ∞ Have the ability to organize any event and manage it.

## PERSONAL INFORMATION:

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Father's Name : Md. Abdur Razzaque

Mother's Name : Fowjia Begum

Present Address : C/O. Md. Abdur Razzaque,  
Plot: 28-29 (4<sup>th</sup> Floor),  
Ranavola Main Road,  
Turag, Dhaka-1230.

Mailing Address : C/O. Md. Abdur Razzaque,  
Plot: 28-29 (4<sup>th</sup> Floor),  
Ranavola Main Road,  
Turag, Dhaka-1230.

Date of Birth : **17 April, 1989**

Marital Status : Married

Nationality : Bangladeshi (by birth)

Religion : Islam

Blood Group : O<sup>+</sup> (Positive)

National ID No. : 3323011301362

## DECLARATION:

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I, the undersigned, certify that, to the best of my knowledge and belief, this résumé correctly describe me, my qualification and experience. I understand that any willful misstatement describe herein may led to my disqualification or dismissal, if employed.

Signature



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(Abdullah Ahmmed Jubayer)