



Mahmudul Alam Dipu

12/8 Banani Rajuk Quarter, road no-26,Dhaka-1213

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CAREER OBJECTIVE

I had started my career as an intern in Marketing & Sales Department in Safara IT limited (a concern of Edison Foundation) It prolonged from June, 2018 to December, 2018. Then I promoted as an executive of Business Analysis & Development from January, 2019 to present. I am enjoying my job but seeking opportunity to take a new challenge where I can enhance my technical and professional skills, serving the Company I work. Simultaneously.I train myself to bring proficiency in skills(public speaking, negotiation, information technology, marketing style) I am passionate about.

EMPLOYMENT HISTORY

Executive

Business Analysis & Development

Safara IT Limited (a concern of Edison Foundation)

From January, 2019 to Present

Intern

Digital Marketing & Sales Department

Safara IT Limited (a concern of Edison Foundation)

From June, 2018 to December, 2018

Job Responsibilities

- Identifying business opportunities & lead generation
- Researching and analyzing new sales options
- Establishing contact and developing relationships
- Building and maintaining strong relationship with clients
- Making presentation to the potential customers
- Regular follow-up with existing/ potential clients.
- Preparing proposal for potential Clients
- Prepare the Sales Target and Sales Forecast
- Content and Strategy building for Social Media management
- Campaign management in both social media (Facebook, Instagram, LinkedIn) & Google
- Using different tools (Google tag manager, Google analytics, Facebook pixel) to measure campaign's ROI
- Preparing reports by collecting, analyzing, and summarizing information
- Key Account Management for different clients

ACADEMIC QUALIFICATIONS

BSc.in Computer Science & Engineering(2018)

American International University-Bangladesh

CGPA: **3.21** (out of 4)

Higher Secondary Certificate (2013)

Cambrian School & College, Dhaka

GPA: **5.00** (out of 5)

Secondary School Certificate (2011)

Banani Bidyaniketan School & college, Dhaka

GPA: **4.88** (out of 5)

CO-CURRICULAR EXPERIENCES

- Organizer at AIUB Performing Arts Club(APAC).
- Participated on CS Fest 2015 Organized by AIUB.
- Volunteered at “SharePoint” (An Event Organized by Microsoft).
- Participated in Programming contest Organized by AIUB.
- Participated in Networking contest Organized by AIUB.

SKILLS

Computer proficiency: Full working knowledge in MS Office (Word, Power Point & Excel)

Language:

English: Communicative at business level

Bengali: Native & fluent

Hindi: Fluent at speaking

Key Skills

- HTML & CSS
- C, C#, ASP.Net
- CISCO Networking (Routing & Switching)
- Digital Marketing

Strength

- Hardworking
- Self-motivated
- Self-Confident
- Good teamwork
- Works well underpressure
- Exhibit excellent communication skill

ACHIEVEMENTS

- Students Welfare Scholarship in 2008
- Prothom Alo Students Award (H.S.C) 2013
- Google Ads Display and Fundamentals Certification
- Google Digital Sales Certification
- Google Analytics Individual Qualifications Certification
- Google Campaign Manager Certification

PERSONAL PROFILE

Name	: Mahmudul Alam Dipu
Date of Birth	: 22 th December,1996
Father's Name	: Md. Nur Alam
Mother's Name	: Majeda Khatun
Religion	: Islam
Marital status	: Unmarried
Nationality	: Bangladeshi

REFERENCES

A.K.M. Hasan Sharif

Edison Foundation

Manager, Sales

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