

CURRICULUM VITAE

MOHAMMED SOIEB

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CAREER OBJECTIVES

Would like to work in an environment of growth and excellence and earn a sound position in corporate world which provide me job satisfaction and self development and help me to achieve personal as well as organizational goals.

WORK EXPERIENCE

Total Year of Experience: 1.7 Years

February 2015 – April 2015

Employers Name: Asiatic Digital (A Concern of AsiaticJWT)

Position: Client Service Executive

Responsibilities:

- a) Incorporate clients' feedback by communicating and coordinating with respective departments
- b) Prepare brand plan for different brands
- c) Responsible for the brand building activities for : Pepsico (Pepsi, 7up, Mirinda, Aquafina), Ekhanei.com, Shell Lubricants, Finlay Tea
- d) Prepare job list for planning and/or creative department and debrief according to given brief
- e) Supervise and coordinate ongoing works
- f) Keep client updated about progress of work and take feedback
- g) Prepare weekly/monthly job status report
- h) Monitoring the success of the campaign as it runs, suggesting changes and improvements where necessary
- i) Assist the account management team (Account Manager/Supervisor) in the meeting deadlines of assignments
- j) Maintain regular and healthy relationship with the client(s)

October 2013 – January 2015

Employers Name: DIRD Group

Position: Executive

Status: Full time

Responsibilities:

- a) Liaise and building relationships with customers and suppliers and internal supporting departments
- b) Regular market visit to develop relationship with existing clients and potential customers
- c) Ensure product quality and after sales customer service
- d) Identify market opportunities and generate innovative ideas for building brand equities
- e) Manage external digital marketing firms to supervise marketing content
- f) Give assistance to marketing manager to identify different ideas to increase sales
- g) Have to lead a team of 8-10 peoples for marketing and distribution
- h) Supporting the marketing manager to formulating marketing strategies and plans
- i) Preparing monthly sales report, work orders and maintaining customer database
- j) Monitoring competitors activity, performance and customer satisfaction
- k) Conducting market research for identify potential customers

PART-TIME JOB EXPERIENCE

April 2013 – November 2013

Employers Name: British Council Bangladesh

Position: Examinations Invigilator

EDUCATIONAL QUALIFICATION

Exam Title	Major/Minor	Institute	Result	Passing Year	Duration	Achievement
MBA	Marketing	Independent University Bangladesh (IUB)	Appeared	2016	1.5 years	----
BBA	Marketing / HRM	East Delta University, Chittagong	CGPA:3.25 out of 4	2013	4 years	Part time job as merit and skill basis
HSC	Business Studies	Chittagong Cantonment Public College	CGPA:4.50 out of 5	2009	2 years	-
SSC	Science	Railway Public School	CGPA:4.75 out of 5	2007	2 Years	-

IT SKILLS

- **MS Word, MS Power Point**
- MS Excel 2007 like VLOOKUP, HLOOKUP, SUMPRODUCT, Advance Sorting, Excel Dashboard etc.
- **SPSS Software**

EXTRA CURRICULAR ACTIVITIES

- Participated in “*Ad Maker Bangladesh 2011*” organized by North South University.
- Participated in DRISHTY Chittagong Presents “*Berger-Star Campus Brainstorming Business Case-Solving Competitions 2010*” (Group presentation).
- Organized “*Wheel Business Quiz Competition 2011*” of Wheel Magazine, Chittagong Bureau.

ATTENDING WORKSHOPS

- “*Digital Marketing Masterclass*” conducted by Micheal Leander, CEO at MarkEDU. Organized by Bangladesh Brand Forum.

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

PERSONAL INFORMATION:

Father's Name : Mr. Abdul Malek
Mother's Name : Mrs. Nilufar Akter
Date & Place of Birth : 7th October 1992, Chittagong
Nationality : Bangladeshi by Birth
Religion : Islam
Marital Status : Single
Blood Group : A Positive (A+)
Permanent Address : C/O Dr. M. A. Malek,
Pathantully Kapuria Para, Nazir Vandar Mazar Lane (in front of Mazar),
Agrabad, Chittagong-4000, Bangladesh.

REFERENCE

1. Shafaat Ali Choyon

Assistant Manager
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3. Khalid Hossain

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2. Abeduzzaman Masum

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