



I am committed to develop my knowledge and skill in the field of Global Business development. Furthermore, my goal is to make myself a successful leader by utilizing my potential talents and abilities. I am also wants to become successful in an environment of growth and excellence, where I can engage in a position which provides me satisfaction in terms of self-development and help me to achieve organizational and personal goals.

### Personal Data

MD. Shahan Shah  
Business Analyst.  
Phone No: 01686007004.  
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### Social Media

LinkedIn:  
<https://www.linkedin.com/in/mohammed-shahan-shah-63718a77/>

Skype ID- live: sm\_shahan\_1

### Skills and Professional Knowledge

Business Development.  
Sales and Marketing.  
Administration & Management  
Student Counselling.  
Event Management.  
Vendor Management.  
Digital Marketing.  
Communication.  
Employee Engagement.  
Recruiting.  
Fast Typing.  
MS Office and Internet.  
Data entry.

### Experience

#### **Analyst Business and Development Kazi IT Center Ltd.**

Dhaka, Bangladesh - May 2017 – Present

Responsible for USA based Business client communication, new Business development, work order generate, analysis Business strategy and many more.

#### **Regional Manager. New way Consultancy.**

Dhaka, Bangladesh - Feb 2018 – June 2019.

- Fixing systemic problems, improve the learning environment, train Students and advise administrators.
- Gain Partnership with foreign education institutions to help students to succeed in school and
- Gain Admission to the right universities.
- Conduct international education seminars and fairs.

#### **HR Executive Officer M/S ANONNA SHOES**

Tongi, Gazipur, Bangladesh August 2013 – January 2017 (3 years 4 months)

Administration Officer, promoted to HR Executive Officer. Responsible for strategic planning, Recruiting, operational support functions and worked with the executive team.

#### **Sales Assistance Barvish Food and Wine**

East Ham, London, UK May 2011 – June 2012 (13 month)

Responsible for all kind of customer service, sales, product arrangements, employees working schedules. Conducted investigations on customer satisfaction, service complaints and other employee- related issues.

## Personal Interest

Travelling, Reading books,  
Meeting with new peoples,  
current affairs, Computer and  
mobile applications,  
Discussions and teamwork.

## Language Proficiency

Bangla (Native)  
English (Very Good)  
Hindi (Moderate)

## Education

### **BBA Major in HRM - American International University- Bangladesh.**

Result: - 3.02

Passing Year: - 2016.

### **Diploma in Administration Management -Axon College, London, United Kingdom.**

Result: - Pass.

Passing Year: - 2012.

### **Higher Secondary School Certificate- B.P.A.T.C School and College, Savar, Bangladesh.**

Result: - 4.10.

Passing Year: - 2008.

### **Secondary School Certificate- Dhamrai Harding High School, Bangladesh.**

Result: - 3.13.

Passing Year: - 2005.

## **Summary**

I have worked in several positions and both part time and full time in home and abroad. I would like to spend time with reading Business articles, Planning, and Business news. I have taken a role within the team and learned about the day to day changes and responsibilities to makes me efficient. My education, life, work experience and other knowledge makes me good in managing people and efficient to work in time.

*Certification: The above information correctly describes about me and my qualities.*