



Mohammad Saiduzzaman

General Manager
JABA Tour Ltd.

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Banani, Dhaka

www.jabatour.com

MBA and 7+ years professional experience. Having extensive managerial knowledge and technically proficient in maintaining modern management system. Professional in business development and communication building. Ability to perform most optimal operational practices, achieving all objectives and ensuring smooth operations.

EXPERTISE

Project Management Time Management Service Management Team Work Verbal & Written Communication Negotiation Leadership Public Speaking Field Research Revenue Analysis Social Media Marketing Digital Marketing Training Management

PROFESSIONAL EXPERIENCE

General Manager

JABA Tour Ltd.

01/2015 – Present

- Overseeing daily business operations.
- Developing and implementing growth strategies.
- Creating and managing budgets.
- Dealing with clients for fulfillment order.
- Handling arrangement of clients services.
- Improving company's revenue.
- Evaluating performance and productivity.
- Analyzing accounting and financial data.
- Hiring employees.
- Training low-level managers and staff.

Work experience in other areas

- Worked as an English interpreter with an audit team of YKK Bangladesh Pte. Ltd.
- Worked as an English interpreter and prepared transcription for Interview Survey on Impact Evaluation and Operational Assessment of "Safe Motherhood and Newborn Health Promotion Package (SMPNS)" in Bangladesh, by JICA Bangladesh.
- Worked as a surveyor on The Project for Capacity Building on HDTV Programs in Bangladesh, by JICA Bangladesh.
- Worked in a research program on Livestock Management and Improvement in Rural Area, a project from Ritsumeikan University
- Worked as an English interpreter under UNICO with a JICA project in Bangladesh.
- Worked as a guide and English interpreter with BRAC trainee group.
- Worked as an English interpreter and surveyor in garments sector with Bright Morning Japanese organization.

** Also worked with many Japanese companies in Bangladesh as an English interpreter.

** Worked as an English speaking guide with foreigner tourists in Bangladesh.

Work experience with Japanese news media in Bangladesh

- The Mainichi news paper
- Zizi Press
- The Asahi news paper

Operated study tour in Bangladesh

- OSAKA University students study tour.
- MM Office (Japan) arranged Japanese students study tour.

EDUCATION

❖ MBA - Marketing

University of South Asia, Bangladesh
September/2013 - December/2014

❖ BBA - Marketing

University of South Asia, Bangladesh
January/2009 - July/2013

❖ Diploma - Information Technology

Kuala Lumpur Metropolitan University College, Malaysia
January/2006 - July/2008

SKILLS

| | | | |
|-----------------------------|-----------|------------------------|-----------|
| Customer Service | ■ ■ ■ ■ ■ | Conflict Management | ■ ■ ■ □ □ |
| Interpersonal Communication | ■ ■ ■ ■ □ | Empathy & Friendliness | ■ ■ ■ ■ □ |
| Time Management | ■ ■ ■ ■ □ | | |

LANGUAGES

| | |
|---------|-----------|
| Bengali | ■ ■ ■ ■ ■ |
| English | ■ ■ ■ ■ ■ |
| Russian | ■ ■ □ □ □ |