

WRITE YOUR NAME HERE, Nickname

Mailing Address:

Write Your Full

Address Here

Phone: +880-XXXXXXXXXXX, XXXXXXXXXXX

E-mail: xxxxxxxxxxx@xxxxxx.com,

**Career Objective:**

Intend to work in a challenging and competitive environment where a strong sense of responsibility and commitment is required and the place of work provides potential avenues for learning and growth.

Work Experience:

**Position: Executive- Administration (December 2016 to June 2018)**

**Port City International University, Chittagong**

Key Responsibilities:

* Provide information about courses ,fees, teachers ,other facilities, admission of students, waiver facilities provides , scholarship policy arrange for student. Worked on registration, Result check, check and verify application of certificate.
* Other : Arrange programs like cultural program of university , picnic program others plan. Attended meeting, .worked for promotional activities. I was member of some forum like calendar , cultural forum .

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Passing Year** | **Institution Name** | **Concentration** | **Result** |
| M.B.A | 2016 | Abc University | Finance & Banking | CGPA **3.63**  (4 Point scale) |
| B.B.S (Pass: 3 years) | 2013 | Abc University |  | 2nd Division |
| H.S.C | 2008 | Abc College,  Chittagong Board | Business Studies | CGPA 3.30  (5 Point Scale) |
| S.S.C | 2006 | Abc High School,  Chittagong Board | Business Studies | CGPA 4.00  (5 point scale) |

**Computer Literacy:**

* Familiar with MS Word, MS Excel, MS PowerPoint, Email & Internet browsing.

**Language Competency:**

* Bengali: Mother tongue
* English: Well versed in both written and spoken English.

**Communication Skills:**

* Skilled in all sorts of business & commercial correspondence.
* Proficient in writing and editing reports and dealing with multimedia presentation.

**Leadership Skills:**

* Capable of motivating others and getting things done.
* Have the ability to guide people, as well as work under others, in teams.

**Extra Curriculum Activities:**

1.Certificate in Computer Application with XP/7 Ms Word, Excel, Access, Power Point ,Internet

& E-Mail, Basic Hardware concept from National Youth Training Academy (NYTA) for the period of

13-02-14 to 15.05.2014

2.Workshop from IMIT: Certificate of Participation in the Workshop on "Team Building an abstract concept that represent a set of values organized by Department of Business Administration, Southern University Bangladesh in Association with Southern Professional Education for Executive Development (SPEED).

3.Thesis : On the subject of “Performance of Mutual Fund , Investment Corporation of Bangladesh” on the study of ICB

**Personal Details:**

Name : XXXXXXXXXXXX

Father’s Name : XXXXXXXXXXXX

Mother’s Name : XXXXXXXXXXXX

Date of Birth : 21st September 1991

Nationality : Bangladeshi

Marital Status : Single

NID No. : XXXXXXXXXXXX

**References:**

1. **xxxxxxxxxxxxxxxxxx**

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Write Department

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**Signature:**

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