

NAZIM UDDIN RASHED

S/O- Mizanur Rahman, Tengra Road, Sreepur, Gazipur - 1740

+8801776602546; +8801924909411

nurashed4@gmail.com

November 7, 2020

To,
Hiring Concern
REEDISHA GROUP
36, Shahid Tajuddin Ahmed Sarani,
Tejgaon Industrial Area, Dhaka-1208.

Dear Sir,

I am writing to apply for the post of '**Management Trainee Officer**' as per my interest to work with REEDISHA GROUP. The opportunity presented in this listing is very interesting and I believe my Academic Knowledge, IT knowledge and several volunteer experiences will make me a very competitive candidate for this position.

Recently I completed my graduation with BBA (Bachelor of Business Administration) from Uttara University, Dhaka and ready to join any reputed organization to utilize my knowledge and skills in this very competitive job market.

From last year I improve myself to be set a suitable candidate in job market, that why I focus on my –

- Interpersonal skills,
- learning official etiquette,
- Improve my writing skills and professional E-mail writing, and communication skills,
- Focus on computer skills which is a vital part for quick response and
- Learn team work and working over it from my academic session earlier.

Though I am a recent graduate, but I achieve some organization work experience by performing and engage with several activities as far every chance I got. I was active member Uttara University Business Club (UUBC) and Uttara University Research Club (UURC).

Thank you for your time and consideration and look forward to hearing an interview call about this employment opportunity.

Sincerely

NAZIM UDDIN RASHED

Resume of

Nazim Uddin Rashed

Village +Po: Sreepur, Gazipur.

Phone: +8801776-602546, +8801924909411

Email: nurashed4@gmail.com

LinkedIn: linkedin.com/in/nazim-uddin-rashed-169416185



Carrier objective:

To work in the procurement, logistic and supply chain management department of any domestic or international RMG company and grow up with increasing responsibilities.

Academic qualifications:

- **Bachelor of Business Administration (BBA)**

Institute: Uttara University

School: School of Business

Major: Accounting

Minor: Finance

Passing year: 2020

Result: 3.75 out of CGPA 4 (without internship).

- **Higher Secondary Certificate (H.S.C)**

Institute: Sreepur University College

Board: Dhaka Board

Major: Business Studies

Passing year: 2015

Result: 3.67 out of GPA 5

- **Secondary School Certificate (S.S.C)**

Institute: Sreepur Pilot High School

Board: Dhaka Board

Major: Business Studies

Passing year: 2013

Result: 4.31 out of GPA 5.

- **Achievements:**

Two time dean award for excellent academic award in 2017 and 2019.

Training experience:

- Professional email writing course from Bangladesh youth leadership council (Bylc).
- Basic of business presentation course from Bangladesh youth leadership council (Bylc).
- Fundamental of digital marketing from Google garage.com
- Basic of ERP tally software training from Uttara University business club.
- Basic of spss software training from Uttara University business club.

Workshop experience:

- Web seminar on “impact of terrorist financing on the economy of Bangladesh” with Special Security Force (SSF) chief organized by Uttara University.
- Web seminar on “Covid 19 pandemic: challenges and opportunities for Islamic banking” organized by CSBIB on online.

Extracurricular activities:

- General member- Uttara University Business Club
- General member- Uttara University Research Club
- Volunteer- Uttara University Blood Donors Club

Skills:**Soft Skills:**

- Communicate easily.
- Can manage difficult situations.
- Can manage difficult people.
- Can work in teams.
- Time management.

Computer skills:

- Fluent in excel, word, PowerPoint.
- Basic working knowledge in accounting tally software.
- Basic working knowledge in spss software.

Language:

Mother tongue: Bengali. Fluent in Bangla and full working knowledge in English.

Reference:

Name: Mohammad Sharif Hossain

Designation: Assistant Professor (Accounting)

School of Business (SoB)

Organization: Uttara University

Mobile: +8801719-488693

Email: sharif1400@gmail.com

Name: Md. Shahnawaz Mostofa

Designation: Senior Lecturer and Coordinator BBA program of School Of Business (SoB)

Organization: Uttara University

Mobile: +8801914-764742

Email: mostofa.shah@gmail.com