



Imtiaz Nur Ridoy

Nationality: Bangladeshi **Date of birth:** 31 Oct 1998 **Gender:** Male

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Faridpur (Bangladesh)

ABOUT ME

I am a highly motivated individual seeking an administrative role where I can leverage my strong interpersonal and organizational skills to contribute to operational efficiency. Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint, I am adept at creating professional documents, managing complex data, and developing compelling presentations. My goal is to utilize these technical skills in tandem with my ability to build relationships and solve problems to deliver exceptional administrative support and drive organizational success.

EDUCATION AND TRAINING

SSC

Faridpur Zilla School [Jan 2007 – May 2014]

City: Faridpur | Country: Bangladesh | Field(s) of study: Science | Final grade: GPA: 5.00

HSC

Govt. Rajendra College [Jun 2014 – Jun 2016]

City: Faridpur | Country: Bangladesh | Field(s) of study: Science | Final grade: GPA: 5.00

Bachelor of Science

University of Barishal [Jan 2018 – Dec 2022]

City: Barishal | Country: Bangladesh | Field(s) of study: Soil and Environmental Sciences | Final grade: CGPA: 3.09

DIGITAL SKILLS

Microsoft Word / Microsoft Office / Microsoft Excel / Google Docs / Microsoft Powerpoint

MANAGEMENT AND LEADERSHIP SKILLS

Project management

Team Leadership

Interpersonal Communication

ORGANISATIONAL SKILLS

Good time management

Work under pressure

Project lead

LANGUAGE SKILLS

Mother tongue(s): Bengali

Other language(s):

English

LISTENING B1 READING B1 WRITING B2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

EXTRA CURRICULAR ACTIVITIES

[Sep 2023 – Sep 2024]

President, Barishal University Photographic Society

[Aug 2022 – Aug 2023]

Organizing Secretary, Barishal University Photographic Society

[Jan 2022 – Dec 2022]

Public Relation Secretary, Barishal University IT Society

REFERENCE

Tanjim Ferdous

In-Charge, NGOs & Foreign Missions

The Daily Star

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Dr. Md. Jamal Uddin

Associate Professor & Chairman

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