

NAIM HOSSAIN

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CAREER OBJECTIVE

To utilize my skills for achieving the target and developing the best performance in the organization, I would like to implement my innovative ideas, skills, and creativity for accomplishing the objectives of the company.

WORK EXPERIENCE

Position & Organization	Duration	Responsibilities
Intern Mutual Trust Bank Ltd.	January 2022 to April 2022	<ul style="list-style-type: none">Opening Bank Accounts (Saving, DPS, FDR and Current accounts)Providing banking related information to the customer.Registering Cheque BooksDelivering Cheque BooksDelivering ATM CardsWriting Deposit Vouchers

EDUCATION QUALIFICATION

Degree	Passing Year	Institute	Performance
BBA in Finance & Banking	2022	IUBAT-international University of Business, Agriculture & Technology	CGPA 3.20 out of 4.00
H.S.C in Business Studies	2017	M E H Arif College	CGPA 3.92 out of 5.00
S.S.C in Business Studies	2015	Gazipur Cantonment Board High School	CGPA 3.94 out of 5.00

TECHNICAL SKILLS

- Proficient in Microsoft word, excel and presentation software. 3 years of experience in using and working those software.
- Technical Training Course- Intermediate level basic Data analysis by using SPSS from IUBAT, May 5, 2021 to August 8, 2021.
- Technical Training Course- Graphic Design using photoshop from IUBAT, May 5,2021, August 8, 2021
- Basis online course in adobe photoshop and premiere pro software.

OTHER SKILLS

- Good Communicator
- Team work and leadership skill
- Public Speaking and presentation Skill

LANGUAGES

Language	Proficiency Level
Bengali	Native Speaker
English	Proficiency in speaking, reading, writing & listening

EXTRA- CURRICULAR ACTIVITIES

- Participated Book Reading Competition-spring 2018 in IUBAT, powered by British Council.
- Volunteer work (Helped to raise money and distribute food in different places of Gazipur during the pandemic)
- Former member of Gazipur Cantonment Board High School Scout team (Volunteer work in sports event, playing drum, participate in camping).
- Attended several IUBAT seminars and workshops (Financial planning, Marketing research, Entrepreneurship Knowledge, Industry 4.0 Symposium, IELTS)

REFERENCE

Md. Abdur Rahim Customer Service Officer GB- Customer Service Cell No- 01710038478 Email: a.rahim@mutualtrustbank.com	Hasan Moudud Senior Lecturer of CBA, IUBAT Cell No- 01645738934 Email: hmoudud.cba@iubat.edu
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