

# Abu Tayer

**Present Address:** Paragram, Ashulia, Savar

Dhaka-1213, Bangladesh

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## CAREER OBJECTIVES:

A Highly self-motivated person, completing the BBA program at Daffodil International University. Have skills in Microsoft Excel and MS PowerPoint that can be used professionally and also have communication, leadership, and teamwork experience. By joining your reputed company as Executives, I want to be part of the organization's progress using my knowledge and skills.

## EXPERIENCE:

Have three months of work experience (Internship) in Parcelmagic .as a Junior Executive in the Logistics Department. This company is located in Banani.

- Duration of job: 3 Months
- Work of this company: Follow up out for delivery orders and pick-up, Problem-solving, and communication with merchants and customers.

## EDUCATION:

Bachelor's Degree

**Institute Name** : Daffodil International University (DIU), Dhaka Bangladesh

**Subject** : Business Administration

**CGPA** : 3.29 (Out of 4)

Higher Secondary Certificate (HSC)

**Institute Name** : Ashulia School and College Dhaka Bangladesh

**Subject** : Business

**CGPA** : 3.08 (Out of 5)

**Passing Year** 2018

Secondary School Certificate (SSC)

**Institute Name** : Yearpur High School, Dhaka Bangladesh

**Subject** : Business

**CGPA** : 4.39 (Out of 5)

**Passing Year** 2016

## EXTRACURRICULAR ACTIVITIES:

- General Member at DIU Business & Education Club
- General member of the DIU marketing club
- Member of DIU Biking Club
- Voluntary Member of Ashulia School and college

**ACHIEVEMENTS:**

- Certified Facebook Marketing by DIU Marketing Club in 2021
- Certified on goedu.com in 2021
- Certified in Advance Excel and PowerPoint by Skill. jobs
- Organizer & coordinator at Open Air Mock Interview.

**KEY SKILLS:****Language Proficiency:**

Language	Speaking	Listening	Reading	Writing
<b>Bangla</b>	Mother Tongue			
<b>English</b>	Excellent	Excellent	Good	Good
<b>German</b>	Good	No	No	Good

**Computer Literacy:**

MS Office:

MS Word, MS PowerPoint, Excel, Others: SPSS, OBS

**PERSONAL INFORMATION:****Name** : Abu Tayer**Fathers Name** : Rahij Uddin**Mothers Name**: Moharani Begum**Nationality** : Bangladeshi**Date of Birth** : 22 April 2000**Marital Status** : Unmarried**REFERENCES:**

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I certify that the statements made in the items are true and correct to the best of my knowledge and belief.




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