

MD. SAJIB

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OBJECTIVE

I endeavor to pursue a successfully career where I can expose my skills and understanding. I prefer challenging career where I can really render myself. I firmly believe that in the future I will be able to perform an important role in a higher position.

EDUCATION

Bachelor of Business Studies (BBS) | Running

Group: Business Studies

College: National University

Boad: Chittagong

Higher Secondary School Certificate (HSC) | 2016

Subject: Business Studies

College: Chittagong City Corporation Premier College

Boad: Chittagong

Secondary School Certificate (SSC) | 2016

Subject: Business Studies

School: South East Sandwip High School

Boad: Chittagong

EXPERIENCE

Private Tutor Home | 2017– 2019

Founder & Teacher

- Developing and issuing educational content including notes, tests, and assignments.
- Supervising classes to ensure all students are learning in a safe and productive environment.
- Organizing supplies and resources for lectures and presentations.
- Delivering personalized instruction to each student by encouraging interactive learning.
- Planning and implementing educational activities and events.

TASTY TREAT (Pran RFL Group) | Running

Branch Incharge

- Maintain, manage and monitor all customer related operational issues.
- Maintain all relevant databases and update.
- Ensure coordination between sales, marketing, accounts and administrative departments.
- Ensure training to sales and marketing teams.
- Prepare financial statements for the head office.
- Monitor expenses of the branch.
- Ensure profitable results in administrating branch office.

COMPUTER SKILLS

- MS Word, Excel & Powepoint.
- Professionally LinkedIn Account Setup
- Adobe Photoshoph, Illustrator.
- Email Writing.
- Internet Browsing.

TECHNICAL SKILLS

- Own effective skill to communicate with people.
- Well Organize.
- Self-motivated and responsible.
- Warm friendly and have the ability to easily with people.

ACTIVITIES

- ✓ Multimedia presentation
- ✓ Report Writing
- ✓ Official Correspondence Public Speaking Etc.

INTEREST

- ✓ Bike Riding
- ✓ Gaming
- ✓ Swimming
- ✓ Cyciling
- ✓ Creative Something

PERSONAL PROFILE

Father's Name : Md. Yusuf
Mother's Name : Late Fatema Begum
Nationality : Bangladeshi by birth
Place of Birth : Sandwip, Chattogram
Date of Birth : 02/12/2000
Religion : Islam
Marital Status : Unmarried.

DECLARATION

I hereby declare that the above mentioned information is best up to my knowledge and belief.

Md Sajib