

## CURRICULUM VITAE

**MD. TUHIDUL ISLAM RIFAT**

MBA (Studying)  
**Cell Phone:** (+88) 01521-447611  
**E-mail:** tirifat01@gmail.com



### CAREER SUMMARY

Achieving a dynamic and challenging job where I can utilize my interpersonal skills, creativity and learning experience to establish a challenging career in a well reputed organization where my academic qualifications, ideas and skills can be enriched and career could be put to the highest possible extent.

### EXPERIENCE

Organization : Studynet Pty Ltd  
Position : Admission Officer (December2020-December2021)  
Responsibilities : I have been responsible for doing tasks like checking students' documents, maintaining a database of students' information, analyzing applications of prospective students based on standard admission policies, communicating with university authority. and promoting our offer through advertisement, Operate CRM. Data Management  
Internship at : BURO Bangladesh (November 2019-February2020)  
Responsibilities : Strategy Making, Promotional Activities, Make Daily report  
Volunteer at : Dhaka International Folk Fest 2017 and2018  
Position : Entry Management  
Volunteer at : Business Innovation Forum 2017

### COMPUTER KNOWLEDGE & TRAINING

- Software Application : Efficient in Microsoft Office like Microsoft Word, Microsoft Excel, Microsoft PowerPoint etc.
- Operating Systems : Microsoft Windows 10
- Expert in Online Research, Social Communication Medium such as email and other social applications.

### PERSONAL ACHIVEMENT

- Participated in different workshops, seminars organized by the department.
- Certified for Competition on TVC Scope 2018
- Book Reading Competition - British Council
- Certified for attending workshop on Photo Journalism

### INTERPERSONAL TRAITS & ATTITUDES

- Team Leadership, Planning, Managing
- Honest, Punctual, Hardworking, goal oriented and dedicated.
- Able to work in a team and can maintain effective relationship.
- Open minded in adapting new and challenging situation.
- Confident and positive, willing to accept responsibility.

## SCHOLASTICRECORDS

EXAMINATION	RESULT	PASSING YEAR	GROUP/DEPARTMENT	INSTITUTE	BOARD/UNIVERSITY
B.B.A	CGPA 2.71 (Out of 4)	2020	Marketing	Southeast University	Private University
H.S.C	GPA 4.67 (Out of 5)	2015	Business Studies	Major General Mahamudul Hassan Adarsha College	Dhaka Board
S.S.C	GPA 4.29 (Out of 5)	2013	Science	B.S. Bisweswari High School	Dhaka Board

## PERSONAL PROFILE

**Father's Name** : Md. Khalilur Rahman Bhuyan  
**Mother's Name** : Samsun Nahar Begum  
**Date of Birth** : 07-05-1997  
**Marital Status** : Single  
**Blood Group** : B+  
**NID No** : 5103781760  
**Nationality** : Bangladeshi

<b><u>Present Address:</u></b> House No: 245-246, Road No: 2/cha Mirpur2, Dhaka	<b><u>Permanent Address:</u></b> Vill: Bhukta P.O: Bhukta Kalihati, Tangail
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## REFERENCE

Prof. Dr. Md. Abu Taher  
Pro Vice Chancellor  
Southeast University  
E-mail: deansbs@seu.ac.bd

Razib Karmaker  
Executive-Sales  
Coca-Cola International Beverage Private Ltd.  
E-mail: rkarmaker@coca-cola.com.bd

## DECLARATION

I, Md. Tuhidul Islam Rifat, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

*Rifat*

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Md.Tuhidul Islam Rifat