



MD Safayet Hossain Khan

Double Major in Finance and Computer Information & Management (CIM)

A **meticulous and organized individual seeking** an Entry-level position in the field of finance. Strong ability to handle complex projects. Innovative, creative, and willing to contribute ideas and learn new things.

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📍 Dhaka, Bangladesh

🌐 [linkedin.com/in/safayet-hossain-khan](https://www.linkedin.com/in/safayet-hossain-khan)

EDUCATION

Bachelor of Business Administration (BBA) Institute: BRAC UNIVERSITY

01/2017 - 01/2022

CGPA: 2.69/4.0

Double Major in Finance and Computer information & management

– Credit completed: 129

Higher Secondary School Certificate (HSC) Institute: Savar Model College

12/2015

GPA: 4.42/5.0

Background

– Business Studies

Secondary School Certificate (SSC) Institute: Doshaid A.K. High School

12/2013

GPA: 4.38/5.0

Background

– Business Studies

VOLUNTEER AND EXTRACURRICULAR ACTIVITIES

-Participate as a delegate in NSU Global Model united nations

-Participate as a delegate in BRAC University Global Model united nations BUGMUN 2020.

-Former Assistant Director of MPR (Marketing and Public Relation) in BRAC University Business Club BIZBEE (May 2017 – May, 2020)

- Worked as an organizer in Intra University Business Competition (Burger ADWIZ)

SKILLS

- Proficient in Microsoft Office Suite
- Good standard of IT numeracy

- Multi-tasking skills
- Effective influencing & negotiation skills

- Verbal and written communication
- Ability to work under pressure and to tight deadlines

- Interpersonal skills
- Demonstrable leadership and management qualities

LANGUAGES

English: With moderate reading, writing, and speaking capability.
Professional Working Proficiency

Bangla: With excellent reading, writing, and speaking capability
Full Professional Proficiency

CURRICULUM EXPERIENCE

- Successfully Completed Professional Skill Development Program (PSDP)

- Completed "Financial Markets" course from YALE UNIVERSITY in Coursera.

- Completed "Excel Skills for Business" course from Macquarie University