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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**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 competed: 129**

**Higher Secondary School Certiﬁcate**

**(HSC)**

Institute: Savar Model College

***12/2015*, *GPA: 4.42/5.0***

***Background***

**Business Studies**

**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**

**Secondary School Certiﬁcate (SSC)**

Institute: Doshaid A.K. High School

***12/2013*, *GPA: 4.38/5.0***

***Background***

**Business Studies**

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

Bangla: With excellent reading, writing, and speaking capability

*Full Professional Proﬁciency*

**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)

**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