

## CURRICULAM VITAE

Shak Shanto Hasan Ayon

*Undergraduate Student*

Contact No: 01885666060

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Address: Shere Bangla Hall, University of Barishal.



### Career Objective

Highly Motivated and results-driven professional with a Bachelor's degree in Finance and Banking from the University of Barishal possessing a diverse skill set in communication, technical expertise and proficiency in Microsoft Office. Seeking a challenging position where I can apply my skills and contribute to the success of an organization.

### Personal Information

Name : Shak Shanto Hasan Ayon  
Father's Name : Shak Mehdi Hasan Mukul  
Mother's Name : Dalia Begum  
Date of Birth : 25 December, 2000  
Permanent Address : Village: Paikpara, P.O: K. Depara, Thana: Bagerhat Sador,  
District: Bagerhat  
Present Address : Shere Bangla Hall, University of Barishal.  
Phone : 01885666060  
E-mail : [hasahskshanto@gmail.com](mailto:hasahskshanto@gmail.com)  
Nationality : Bangladeshi

### Educational Qualification

#### **Bachelor of Business Administration (BBA)**

Department : Finance and Banking  
Institution : University of Barishal  
Session : 2018-2019  
CGPA : 3.18 (Out of 4.00).

#### **Higher Secondary Certificate (H.S.C)**

Group : Business Studies.  
Institution : Government P.C. College  
GPA : 4.83 (Out of 5.00).  
Board : Jashore Board  
Passing Year : 2018

**Secondary School Certificate (H.S.C)**

Group : Business Studies.  
Institution : Bagerhat Government High School.  
GPA : 5.00 (Out of 5.00).  
Board : Jashore Board  
Passing Year : 2016

**Skills**

- Ability to communicate and negotiate with diverse groups of people.
- Content writing, proofreading and editing.
- Team management and leading.
- Skilled organizer.
- Highly responsible and reliable.
- Active listening.
- Typing Speed 25 WPM.

**Computer Efficiency**

- Microsoft word and PowerPoint (Expert)
- Good at Microsoft excel (Intermediate).
- Good at IBM SPSS (Intermediate).
- Web design: WordPress (Expert), HTML and CSS (Intermediate).
- Graphic design (Basic).
- Search Engine Optimization (SEO) (Basic).
- Web Browsing and Research (Expert).
- Social Media Management (Intermediate).

**Languages**

- Bengali: Native language.
- English: Fluent in listening, speaking and writing.

**Extra-Curricular Activities**

- Member of Barishal University IT Society (BUITS).

### Achievement

- CareerX\_30 at BYLC  
Successfully Completed Career Development Program Bangladesh Youth Leadership Center (BYLC).

### Activities and interests

- Interested in teaching and computer skills.
- Hobbies: Travelling, Reading stories and novels and Volunteering.
- Taking part in team sports.

### References

Shahadat Hussain  
Assistant Professor & Chairman  
shahadathussain09@gmail.com  
Department of Finance and Banking  
University of Barishal.

Md. Saiful Islam  
Assistant Professor  
Saiful.ru10@gmail.com  
Department of Finance and Banking  
University of Barishal

### Declaration

I hereby certify that all the information provided is true in the best of my knowledge and sense and well supported by legal documents.

Faithfully Yours

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signature

Shak Shanto Hasan Ayon