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|  | |  | BAYZED AHMED ExperienceDec 20XX–Jan 20XX Office Manager **•** Northwind Traders Feb 20XX–Dec 20XX Administrative Assistant **•** Wide World Importers Mar 20XX–Feb 20XX Office Intern **•** Olson Harris, Ltd.  Developed and implemented office policies and procedures to improve office efficiency and reduce costs. EducationKhulna University of Engineering and Technology , KUET  * Bachelor of Computer Science and Engineering  Communication As a computer science undergraduate student,  I worked with my classmates in projects and demonstrated  Our work in a workshop arranged by our respected faculty  Members. Leadership I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise. References Available upon request. |
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| Marker | FULBARIGATE, Khulna |
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| Receiver | 017XXXXXXXX |
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| Email | Ahmed2007079@stud.kuet. |
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| World | PORTFOLIO |
| Objective Office Manager with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth. | |  |