

Syed Shahbaz Ahmed
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Career Objective

I would like to consign my knowledge, skills and expertise to my profession in an efficient way for the organization growth and prosperity and build up my own career also.

Academic Credentials

Bachelor of Business Administration (B.B.A)

Institution : East West University
CGPA : 3.45 out of 4
Department : Business Administration
Major : Finance
Year of Passing : 2018

Higher Secondary Certificate (HSC)

Institution : Notre Dame College.
GPA : 5.00 out of 5.00
Board : Dhaka
Group : Commerce
Year of Passing : 2013

Secondary School Certificate (SSC)

Institution : Khilgaon Govt. High School, Dhaka.
GPA : 5.00 out of 5.00
Board : Dhaka
Group : Commerce
Year of Passing : 2011

Experience and Internship

- Worked as intern in CIS-BCCI (Commonwealth Independent States of Bangladesh Chamber of Commerce and industry).

- Working as a HR and Admin Executive in Javan Hotel (From 11 Nov 2019- till now)

Job responsibilities:

1. Implementing all the HR related policies set by management.
2. Sorting curriculum vitae.
3. Direct all hiring and training procedures for new employees.
4. Monitoring attendance, making salary sheet.
5. Continually educate employees on company policies (including sexual harassment, appropriate dress, and social media permissions, etc.) and keep employee handbook current.
6. Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.

Computer Skills

- Microsoft Excel,
- Microsoft Word
- Microsoft PowerPoint

Languages and Communication Skill

- Good verbal and written communication skill in both **English** and **Bengali**.

Extracurricular Activities

- Former member of Notre Dame Business club.
- Former member of EWU English conversation club (ewuecc).
- Worked as Organizer in EWU Finance and Investment club.
- Blood donor at Quantam Blood Bank.
- Finalist in investment & finance club essay writing competition.
- Finalist in Inter-University Agro Branding Competition EMP 2017 organized by EWU Agro Industrial Club.

Personal Details

- Father's Name : Syed Babul Ahmed
- Mother's Name : Syeda Ferdousi Ahmed
- Date of Birth : 22 November, 1995
- Nationality : Bangladeshi

References

Md. Anamul Haque
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East West University
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Mahbub Islam Runu
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CIS-BCCI (Commonwealth Independent States of
Bangladesh Chamber of Commerce and industry)
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(Syed Shahbaz Ahmed)