

FARHIN RAHMAN

🏠 House-11/E, Road-19, Block-G, Bashundhara R/A, Dhaka

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Career Objective:

Attainment of maximum value through offering well merited performance and interchanging benefit with the organization. I want to be a perfect working hand of the organization to attain its goal and to build up my career.

Education:

Masters in Business Administration

Brac University (2019)

CGPA **3.30** on a Scale of 4.00 (Finance)

Bachelors in Business Administration

Major in Marketing & Minor in Human Resource Management

North South University

2011-2015

CGPA **2.90** on a Scale of 4.00 (Marketing)

CGPA **2.85** on a scale of 4.00 (HRM)

CGPA **2.60** on a scale of 4.00

Higher Secondary Certificate (HSC)

Chittagong Govt. Women College

2010

GPA **4.50** on a scale of 5.00 (Business Studies)

Secondary School Certificate (SSC)

Agrabad Balika Bidalay

2008

GPA **4.75** on a scale of 5.00 (Business Studies)

Job Experience

Nitol Tata Motors. (2016-2019)

Monitoring Officer, Monitoring Division

- Branch wise monitoring to help the branches toward achieving the target.
- Recommend further improvement of the logical frame work.
- Ensure information gathered through monitoring is share with higher management so that any problem arising can be addressed.
- Direct communication with management Team of TATA.
- Data analyze, collect information and send back the report as per the requirements of any department.
- Report monthly and annually for eliminate bottleneck.

NCC Bank, Bashundhara Branch

Inter, Foreign Exchange Department

- Remittance related works like receiving, sending, authentication process etc.
- Communicated with foreign clients regarding foreign exchange.

Skills:

COMPUTER SKILLS:

Operating System:	Microsoft Windows 8/8.1
Office Application:	MS Word – Standard
	MS Excel – Standard
	Power Point – Standard
Software:	SPSS- Moderate
	Adobe Photoshop- Standard

LANGUAGE PROFICIENCY:

English: Fluent in both written and spoken English.

Bengali: Fluent in both written and spoken Bengali.

Special Qualification:

- Conducted workshops for NSU Photography Club.
- Skilled in evaluating information and process details and making tactical recommendations to resolve issues within strict deadlines.
- Specialist in multi-site organization management who leverages acumen to maximize performance and support growth.
- Thrives in challenging environments with excellent communication, interpersonal, negotiation, presentation, problem-solving, organizational and leadership skills.

Extracurricular Activities:

- Volunteered on creating awareness about water diseases among Banani slum dwellers organized by JAAGO foundation.
- Attended seminars of Google, Career Boot Camp 2015 at North South University
- Participated in "Social Business Forum 2012".
- Senior Member of North South University Photography Club.

Personal Strengths:

- Possess the ability to manage people and coordinate.
- Capable of working under stress and can work for a long period.

Reference:

Maj Gen Muhammad Abdul Matin
ndu, psc (Retd)
Director, Monitoring Division
Nitol Niloy Group
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