

Sayed Khan



59/2a Palash Nagar, Mirpur, Dhaka-1216



rabbiwitty1994@gmail.com



www.linkedin.com/in/sayedkhan09



+8801869506345



Career Objective:

To obtain an entry-level Financial position at a respected organization and utilize the educational qualifications, experiences and skills I've obtained that will add value to the organization.

Education:

Degree	Institution	Major	CGPA/GPA	Duration
BBA	Daffodil International University	Finance	3.29 out of 4.00	2015-18
HSC	Dhaka Commerce College	Business Studies	5 out of 5.00	2013-14
SSC	Mirpur Bangla High School	Business Studies	4.31 out of 5.00	2011-12

Work Experiences:

- Worked in **Sonia & Sweater's Ltd. As Junior Executive** from 2019 September 03 to November
- Worked as a **Real Estate Consultant** in DOZA Real Estate from May 2016 to 2017 January.
- Worked as a **Volunteer** at Food for People (FFP) in 2017.
- Intern at **Agrani Bank Ltd.**
- Trainee at **FIFO Tech.**

Skills:

- Proficient in **Microsoft Office** especially in **MS Word** and **MS Excel** as well as **PowerPoint**.
- **Communication Expertise** improved while carrying out different responsibility as a Real Estate Consultant.
- Improved **Public Speaking** during class presentation in every semester.

- **Language:** Fluent in Reading, Writing and Speaking in both English and Bengali.

Training and Development:

- Successfully completed training program “**Verbal Communication in English**” from Work Place Skills Development Academy under BACCO.
- Certified on “**Professional Customer Services**” From BACCO.
- Participated in three-day long workshop on “**Employability and Soft Skills**” organized by Human resource development institute of DIU, held in 23 July 2017.
- Engaged in Day long workshop on “**How to get a Good job in Competitive market**” organized by department of entrepreneurship development held in 23 November 2017.
- Joined in “**Strategies, Career, Success and Better Employment**” seminar held in 9 and 10 December 2017.
- Collaborated in Finance Corporate Night.

Achievements:

- **Champion** at DIU Marketing Fest 2017 Case Competition.
- Silver Jubilee-2014.

References:

Sabbir Hossain	Rabiul islam
Head of Business Development	Senior Executive
Mediasoft Data Systems Limited.	Sonia & Sweater’s Ltd.
raipon@mediasoftbd.com	rabiul.islam@soniagroup.com
+8801713041069	+881676616111

I am undersigned, hereby declare that, I will be responsible for any wrong information provided here.



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