



## RESUME of RONI AHAMMED

### MAILLING ADDRESS:

Vill: Chiteswary, P.O:Ajgana ,P.S:Mirzapur ,Drist:Tangail ,Bangladesh

Cell : +8801772608388, +8801836306082

Email : [sroniahmed@gmail.com](mailto:sroniahmed@gmail.com)

### CAREER OBJECTIVE:

I want to build up my career in a well reputed organization or company as like as yours, in a responsible and challenging position. I am interested to work in an environment where there is an opportunity of assessment and self improvement in both individual and group base work that will ultimately lead to the success me and the organization.

### CAREER SUMMARY:

#### Company name

**SQUARE Pharmaceuticals Ltd.** (Approved by MHRA UK, TGA Australia & Inspected by US FDA)

**Job Title:** - Office Assistant

**Department:** - Quality Assurance, (QA), (25 Oct, 2017-Continuing)

**Job Location:** - Kaliakoir, Gazipur

#### Company name

**D. Net**

**Job Title:** - Call Center Executive (999 Emergency)

**Department:**-999 Emergency, (01 Year)

**Job Location:** -Bangabondhu Hi-Tech City. Kaliakoir, Gazipur

### **ACADEMIC QUALIFICATION:**

Name of Degree	Duration	Group/ Subject	Passing Year	Result	School/ College/ Institution	Board/ University
BBA (Bachelor of Business Administration)	4 Years	Finance	2017	G.P.A-2.84	Global Institute of Information Technology. (Under National University)	Dhaka
H.S.C	2 Years	Business Studies	2013	G.P.A-3.20	Khalillur Rahman College	Dhaka
S.S.C	2 Years	Business Studies	2010	G.P.A-3.19	Bongshai High School	Dhaka

#### **In Plant Training:**

1. Basic of cGMP(At Square Pharmaceuticals Ltd.)
2. SOP, EOP & GLP (At Square Pharmaceuticals Ltd.)

### **KNOWLEDGE OF LANGUAGES:**

- Bengali: Native Language
- English: Excellent (Oral, Understanding, Reading and Writing)

### **KNOWLEDGE OF COMPUTER PROFICIENCY:**

- MS Office program
- (Microsoft-word, Excel, Power Point, and Excess).
- Operating system: Windows 03, Windows XP, Windows 7.
- Good knowledge in computer accessories
- Internet Expert & Networking
- Typing both Bangla & English is in very good speed.

### **PERSONAL INFORMATION:**

Name : Roni Ahammed

Father's Name : Md. Ballal Hossain  
Mother's Name : Rekha Begum  
Mailing/ Present Address : Vill: Chiteswary ,P.O:Ajgana ,P.S:Mirzapur ,Drist:Tangail  
  
Permanent Address : Vill: Chiteswary ,P.O:Ajgana ,P.S:Mirzapur ,Drist:Tangail  
  
Date of Birth : 10-04-1994  
  
Nationality : Bangladeshi (by birth)  
National ID No. : 19949316613000084  
Religion : Islam  
Sex : Male  
Marital Status : Married  
Height : 5'-6"  
Blood Group : B +  
Health Condition : Sound (Hard working capability)

**PERSONAL STRENGTH:**

- Honesty, integrity and morality are my strength
- Excellent communication & presentation skills.
- Solving Capabilities of Problems with present wits & sudden decision.
- Good exposure in situation & activation.
- I like to interact with the people, to make friendship & to help the poor.

**REFERENCE:**

**DECLARATION:**

I declare that the above mentioned all information and description are true. For any wrong description I will be punished and willingly I will accept any decision whatever comes from the organization.

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Signature & Date