



## Rifat Wasif

### Address

438/3/A Senpara Porbota,  
Mirpur 10, Dhaka, 1216

### Phone

+8801815275789

### Email

wasif.stu2014@juniv.edu

## INTEREST

Travelling

Gardening

Reading Thrillers

Watching Movies

## OBJECTIVE

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow as professional as well as personal level thereby directing my future endeavors as an asset to the organization. To build my career under your organizations that helps to grow professional skills and would lead me for a better career with every steps.

## EDUCATION

### Masters of Business Administration (MBA), 2019-20

- Faculty of Business Studies, Jahangirnagar University
- Major in Human Resource Management (HRM)
- Appeared in the Final Semester

### Bachelor of Business Administration (BBA), 2019

- Faculty of Business Studies, Jahangirnagar University
- Major in Management Studies
- CGPA: 3.22 (out of 4)

### Higher Secondary School Certificate (HSC), 2014

- Notre Dame College, Dhaka
- Business Studies
- GPA- 5 Out of 5

### Secondary School Certificate, 2012

- Jamalpur Zilla School, Jamalpur
- Business Studies
- GPA- 5 Out of 5

## INTERNSHIP EXPERIENCE

### Islami Bank Bangladesh Ltd.

#### Responsibilities:

- Opening & closing client accounts
- Issuing ATM cards and check books
- ADC division & foreign exchange
- Making several FDR
- CSR Activities

## EXTRA-CURRICULAR ACTIVITIES

- Ex-President at Management Studies Social Club. (works for social responsibility building among people)
- Vice president at Green Survivors Bangladesh ( a nonprofit school run by students for street children)
- Organizer of farewell and orientation program & departmental study tour.
- Organizer of 3<sup>rd</sup> to 5<sup>th</sup> Management Week, Organized by Department of Management Studies, JU.
- Volunteer at DIKKA

**CORE  
COMPETENCIES**

Adaptable  
Quick Learner  
Time Oriented  
Organized  
Dedicated

**BELIEF &  
ATTITUDE**

Honest  
Determined  
Optimistic  
Team player

**SKILLS**

- **Computer Skills:** Good working knowledge of Microsoft Word, Excel, Access, Power Point and familiar with various document templates.
- **Presentation Skills:** Advanced ability to produce reports and presentations in a professional standard.
- **Communication Skills:** Ability to communicate well at all levels to form collaborative and effective working relationship to reach final goal.
- **Team Player Skills:** Enjoy working as a team member as well as independently.
- **Managing Skills:** Able to lead others in high-demand situations.
- **Conflict Management Skills:** Can connect and manage people effectively in struggle situation.
- **Language Skills:** Bengali (fluent); English (fluent).

**PERSONAL DETAILS**

Father's Name : Md. Nazrul Islam  
 Mother's Name : Rabeya Khatun  
 Date of Birth : 27<sup>th</sup> June 1997  
 Permanent Address : House no- 1068(N), Village: Sardarpara  
 P/O: Jamalpur District: Jamalpur  
 Blood Group : B+  
 Gender : Male  
 Nationality : Bangladeshi  
 Marital Status : Single  
 Religion : Islam

**REFERENCES**

**Zahidul Karim**  
 Chairperson  
 Department of Management Studies  
 Faculty of Business Studies  
 Jahangirnagar University  
 Contact no- +8801819422264  
 Email-zkarim.mgt@juniv.edu

**A K M Hasan Pappu**  
 Import Planning Manager  
 Unilever Bangladesh Ltd.  
 Contact no- +8801711583511  
 Email-hasan.pappu@unilever.com

I hereby solemnly and sincerely declare that to the best of my knowledge and belief, all the above furnished particulars are true, correct and complete and nothing has been concealed.

**Rifat Wasif**