

MD. TAREK AZIZ

Contact:

Cell: 01713-784144, 01521-359939

E-mail: aziztarek172@gmail.com



Career Objective:

To secure a responsible position in your reputed company where my leadership qualities, analytical abilities, strong interpersonal communication skills can be appropriately applied, and where there are good prospects for career advancement.

Scholastic Record:

Bachelor of Business Administration (BBA)

Business Studies,

World University of Bangladesh.

Result **3.07(4.00)**

Year of Passing 2016

Higher Secondary Certificate (HSC)

Pirganj Government College

Dinajpur Education Board

Result **4.80**

Year of Passing 2011

Secondary School Certificate (SSC)

Setabganj Pilot High School, Dinajpur

Dinajpur Education Board.

Result **3.44**

Year of Passing 2009

Skills:

Computer Skill:

Operating System: Windows XP Professional, Windows 7

Applications: Ms Word, Ms Excel, and Ms PowerPoint.

Internet browsing and E-mails

Language Proficiency:

Bengali: Excellent in reading, writing, speaking & understanding.

English: Excellent in speaking, reading, writing & understanding.

Hindi: Good in understanding & speaking

Strengths:

- Willingness to work hard to build a prospective career
- Strong Interpersonal & Communication skills
- Proactive attitude
- Self motivation
- Leadership capability & Team player
- Have a strong tenacity to learn new thing.

Personal Details:**Mailing address:**

Flat# 402, 4th floor, Hyperion Heritage,
Plot# 14 15, Block# 2F, Extension Pallabi,
Mirpur-11.5, Dhaka-1216.

Permanent address:

C/O: Md. Nazrul Islam
Vill: Parialpur; P/O: Setabganj;
P/S: Bochaganj; Dist: Dinajpur.

Father's Name: Md. Nazrul Islam
Mother's Name: Mst. Dilura Begum
Gender: Male
Date of Birth: 5th April 1993
Height: 5'-8"
Religion: Islam
Nationality: Bangladeshi
Marital Status: Single

Experience:**Institution-1: Hightech It & Communication**

Mukto Bangla Shopping Complex
Mirpur-1, Dhaka-1216
Position: Business Development Officer
Duration: 1st June 2019 to yet.

Institution-2: Quality Trade International

Flat 6A, House 15, Road 19, Sector 11,
Uttara, Dhaka-1230
Position: Executive Officer
Duration: 1 Year

Institution-3: ADI Washing Ltd.

Shilmoon
Tongi-Gazipur.
Position: Marketing Executive
Duration: 1 Year

Institution-4: M & M Washing Ltd.

Fakir Market
Tongi-Gazipur
Position: Marketing Executive
Duration: 6 Months

Institution-5: Confidence Industries Limited

Sec-2, Mirpur, Dhaka-1216.
Position: Asst. Sample Developer (Intern)
Duration: 3 Months

Institution-6: EKMATTRA Society

House 14, Road 1, Block B, Section 6
Mirpur, Dhaka 1216.
Position: Students Co-ordinator
Duration: 3 Years

Reference:**Md Rayhanul Islam Laju**

Senior Lecturer
Department of Real Estate
Faculty of Business & Economics
Daffodil International University
Dhanmondi, Dhaka-1205.
Cell No. 01729-703657, 01912-776635
E-mail: rayhanul.bba@diu.edu.bd

A S M Muntaquimul Bari Chowdhuri

Lecturer
Department of Management
Faculty of Business
Jahangirnagar University
Savar, Dhaka-1340
Cell No. 01978-529583, 01818-529583.
E-mail: muntaquimul88@gmail.com

Declaration:

- I do hereby state that the above information is true and authentic to the best of my knowledge.

Date: ..29/01/2020...

Signature: ...  ..