



SHAHRUKH KHAN

ACADEMIC QUALIFICATIONS

- **2018** ➤ **Bachelor of Business Administration (BBA)**
North South University
Major: Finance and Accounting
CGPA: 3.09 on a scale of 4.00
- **2012** ➤ **Higher Secondary Certificate (HSC)**
BAF Shaheen College Dhaka
Group: Science
GPA: 4.40 on a scale of 5.00
- **2010** ➤ **Secondary School Certificate (SSC)**
BAF Shaheen College Dhaka
Group: Science
GPA: 4.88 on a scale of 5.00

CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization's objective.

CONTACT

- 🏠 101, West Nakhalpara, Tejgaon, Dhaka-1215
- ☎ +88 01681237799
- ✉ shahrukh_95@yahoo.com
- 🌐 <https://www.linkedin.com/in/shahrukh-khan-011345167/>

LANGUAGE SKILLS

- Bangla (Mother tongue)
- English (Fluent) both in speaking and writing

COMPUTER SKILLS

- Microsoft Office: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Access
- Graphics Software: Adobe Photoshop, Adobe Illustrator
- Programming Language: HTML5, CSS3

WORK EXPERIENCE

➤ *Al-Arafah Islami Bank Limited*

June, 2018-Sept, 2018

Position: Intern

Department: General Banking

Branch: Panthapath

Key Responsibilities:

- Preparing account opening form
- Issuing pay order
- Keeping records for check books
- Communicating with clients regarding account opening issues and remittance service such as MoneyGram
- Co-operating with colleagues and management

➤ *OnnoRokom Web Services Ltd. (Rokomari.com)*

Feb, 2013-Aug, 2013

Position: Executive

Location: Motijheel, Dhaka

Key Responsibilities:

- Receiving phone calls, taking customer orders, complains and input them in Microsoft Word
- Communicating with the clients regularly regarding any critical issue.
- Preparing spreadsheets using Microsoft Excel
- Designing PowerPoint presentation for different projects

PERSONAL DETAILS

Father's Name : Late Abdur Rashid Khan
Mother's Name : Afroza Firdaus
Date of Birth : April 3, 1995
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Blood Group : B+ (Positive)

PERSONAL STRENGTHS

- Confident and positive, willing to accept responsibility.
- Willing to work for the best for an organization.
- Open minded in adapting new and challenging situation.
- Able to work in a team and can maintain effective relationship.

HOBBIES



Photography



Music



Travelling



Reading

EXTRACURRICULAR ACTIVITIES

- **Sept, 2018** Completed a training program on "Affiliate Marketing" at BASIS Institute of Technology & Management (BITM) supported by the Skills for Employment Investment Program (SEIP). (Certified)
- **July, 2018** Completed MS EXCEL BOOT CAMP (Basic to Advance) organized by North South University - Career & Placement Center. (Certified)
- **May, 2017** Participated in "Workshop on Web Design and Development" in Creative IT Institute of Bangladesh.
- **Jan, 2017** Former Member, North South University Art & Photography Club (NSUAPC) and worked as photography instructor for NSUAPC.
- **Mar, 2015** Worked with Smile Team Bangladesh, a Social Service Community.

REFERENCES

▪ **Dr. Bulbul Ashraf Siddiqi** **Assistant Professor**

Department of Political Science and Sociology
School of Humanities and Social Science
North South University
☎ +88 01711206454
✉ mohammad.siddiqi@northsouth.edu

▪ **Afrin Rifat** **Senior Lecturer**

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DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Shahrulh Khan.

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