



SIRAZUR RAHIM

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Mailing Address
154/1, Azimpur Road, Dhaka

EDUCATION

BBA	Institute of Business Administration, DU Major: Marketing Minor: Operations Management CGPA: 2.96	2020
HSC	Engineering University College Division: Science GPA: 5.00	2015
SSC	Udayan Bidyalaya Division: Science GPA: 5.00	2013

WORK EXPERIENCE

Content Writer, Bdlisteners

Duration: March 1, 2019 to March 31, 2019

Job Role:

- Produced original, creative content for promotional advertisements and marketing materials.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Managed competing deadlines with efficiency.

Intern, Linde Bangladesh Limited

Duration: January 2020 to March 2020

Job Role:

- Assist in operational activities in procurement

- Timely execution of database updates and correlating with documents

LANGUAGES

Bengali: Native Speaker

English: Intermediate Listener, Novice Speaker, Advanced Reading and Writing

COMPUTER SKILLS

Applications: Microsoft Office PowerPoint, Excel, Word

Platforms: Microsoft Windows, Linux

INTERPERSONAL SKILLS

- Creative Writing
- Articulate Communications
- Flexibility
- Problem Solving Attitude
- Attention to Detail

PERSONAL INFORMATION

Father's Name: Sarker Abul Kalam

Mother's Name: Jahanara Arzu

Date of Birth: 04/02/1997

Nationality: Bangladeshi by Birth

REFERENCES

Talat Rahim

Head of Marketing

Dabur Bangladesh Ltd.

Email: talatrahim@gmail.com

Sirazur Rahim

Tasbira Haque

Deputy Director

Bangladesh Bank

Email: tasbirahaque@gmail.com