

Zia Sad Bin Zahid

01 January, 1995

280/C, Khilgaon, Dhaka1219

Mobile: 01834167136

National Id: 19957510784000002

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CAREER OBJECTIVE

Seeking for a career opportunity to utilize my knowledge, skill and capabilities and provide significant contribution to the success of my employer effectively. I shall be able to explore my abilities to perform duties and responsibilities efficiently and effectively to add values to your organizations.

Work Experience

Total year of Experience: 2 years

Office Executive: (1st January, 2017 30th December, 2018)

K & H Associates

Institution Location: 280/C, Khilgaon, Dhaka1219

Responsibility:

1. Maintain all office documents.
2. Maintaining office equipment, inventory supplies.
3. Updating office procedures.
4. Supporting office staff, manager,ceo.
5. Communicating to related organization.
6. Energetic and ability to work under pressure.

Academic Qualification

Exam Title	Group/major	Institute	Result	Pass Year	Duration
SSC	Business Studies	Latifpur High School	GPA: 4.00 (A)	2011	10
HSC	Business Studies	Chowmuhan Gov't s.a College	GPA: 3.20 (A)	2013	2
Bachelor of Business Administration (BBA)	Finance & Banking	National University	CGPA: 3.30 Out of 4	2017	4

Academic Project

- **Project Name:** Term Paper on Retail Banking Activities of Mercantile Bank Ltd.
- **Description:** The services or facilities under the retail banking are numerous types of deposit schemes and load, ATM, Debit Card, Credit Card, Online Banking/ Internet Banking, Online Automated Clearing House etc.
- **Project Status:** Successfully completed within 1 month.

Specialization

Language	Reading	Writting	Understanding
English	Highest	Highest	Highest
Bangla	Highest	Highest	Highest
Hindi	Low	Low	Highest

Fields of Expertise

Expertise	Description
Computer Skill	<ol style="list-style-type: none">1. Ms Word, MS Excel (spreadsheet software, Electricity sheet, Salary sheet, Result sheet, Statistics report).2. MS Power-Point (English, Bangla). <u>(Typing speed: 40 wpm English & 25 wpm Bangla).</u>
Practical Skill	<ol style="list-style-type: none">1. Complete Concepts of Financial Methods.2. Good interpersonal communication skill, good command in speaking & writing English.3. Able to learn & apply instructions quickly and effectively.4. Able to work in a strong & torment environment.5. Able to work in a high pressure& hard working.

Activities and Interest

Reading books, Travelling, Playing Cricket & football.

Personal Details

Father Name : Zahid Hossain
Mother Name : Najmun Naher
Sex : Male
Nationality : Bangladeshi by birth
Marital Status : Unmarried
Height : 5.7"
Weight : 70 kg
Religion : Islam (Sunni)
Blood Group : O +

References

Ms Shirin Sharmin

Chairman
Department of Finance & Banking,
Habibullah Bahar University College,
Shantinagar, Dhaka 1000.
Phone: 01614725660.

Md Zahirul Islam

Principal Officer
Agrani Bank Ltd.
Principal Branch,
Motijheel, Dhaka.
Phone: 01818659430

Md Shahed Hossain

Senior Officer,
Bangladesh Development Bank Ltd.
Chowmuhani Branch,
Chowmuhani, Begumgonj, Noakhali.
Phone: 01681607259



Signature and Date