



**Md. Nayeem**

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### Career Objective:

A committed individual is adept in efficiently utilizing available resources in completing assigned tasks. Seeking an entry-level position as a fresh graduate of Business Administration, providing a high-end administrative duty for the company.

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### Address:

Bashundhara Residential Area, Dhaka

### Phone

01927158832

### Email

[mn1511439@gmail.com](mailto:mn1511439@gmail.com)

### LinkedIn

[www.linkedin.com/in/md-nayeem-b20b9b117](http://www.linkedin.com/in/md-nayeem-b20b9b117)

### Relationship

Single

### Nationality

Bangladeshi

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### Soft Skills:

Team Work  
Multi Tasking  
Outstanding Communication  
Client Relationship Management  
Ensuring Organizational Policy & Strategy  
Superior Analytical & Decision Making Skills

### Character:

Professionalism

### Extra Activities:

Athletic (Cricket & Football)  
Deputy Leader (Scout at High School)  
Board Member (Ethics Club at NSU)

### Language:

English (Proficient), Bangla (Indigenous)

### Declaration:

The information stated in this resume is true and completed with the best of my knowledge as well as belief.

Md. Nayeem

### Academic Qualification:

2020 North South University  
Bachelor of Business Administration  
(CGPA:-3.49 out of 4 in Finance)

2014 Shahid Syed Nazrul Islam College  
Business Studies (Dhaka Board)  
(CGPA:-5 out of 5)

2012 Charnikhala High School  
Science (Dhaka Board)  
(GPA:-5 out of 5)

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### Experiences:

2019 Internship  
National Credit and Commerce Bank Limited  
Sales of Deposit & Loan Products  
Front Desk Executive

### Competencies:

Ratio Analysis  
Cash Management  
Accounting Process  
Bank Reconciliation  
Financial Report Writing  
Analyzing Financial & Sales Reports  
Performance & Process Improvement  
Ability to Develop New Business Opportunities

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### Teaching Assistant:

Took 17+ Undergraduate Level Classes  
Invigilated 21+ Undergraduate Level Exams

### Achievements:

Received 5% Scholarship  
Finalist Many Sport Tournaments  
Full Marks on Many Course Projects

### Technical Skills:

Microsoft Office without Access (Advanced Level)

### References:

#### Orin Mahmud

Lead Consultant, (Security System)  
Major Scanner Bangladesh  
01714-070138

#### Dr. Mohammad Nurur Rahman

Head of Department (RUET)  
01728-787675