

## RESUME Of

**MD. ABU NAYIEM**

**Mobile No : +8801717-796874**

**E-mail : [nayiemhassan@gmail.com](mailto:nayiemhassan@gmail.com)**

**36/2, Shochibbari, Beside of Hossain Market,**

**Badda, Dhaka.**



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### **Career Objective:**

I want to give the best and extra-ordinary service to your organization and innovative techniques to achieve organization goals. To exchange maximum value with reputed organization and to join in a dynamic working environment where spirit and efforts are valued, individual and team performance are rewarded as well as to obtain a position where I can gain experience and acquire new skills.

### **Career Summary:**

- ✓ Master's of Science in Geology & Mining.
- ✓ Excellent communication and presentation skills both in Bengali and English.
- ✓ Good in maintaining interpersonal relationship.
- ✓ Ability to work under pressure in group as well as individually.
- ✓ Determined to learn with practical approach.
- ✓ Positive attitude towards every aspect and being open minded.

### **Special Qualification:**

- ✓ Business communication and development
- ✓ Computer database programming, Excel, MS Office and Power point etc.
- ✓ Man power handling as like Admin.
- ✓ Purchase and Quality check.

### **Job Responsibility**

- ✓ Actively involved in my project development.
- ✓ Assist in different types of training programs.
- ✓ Assist in Bidding, quotation preparation.
- ✓ Actively involved in employee motivation.
- ✓ Proper communication with client to provide satisfactory service.
- ✓ Ensuring quality service for my job.
- ✓ Maintaining work dead line for my job.
- ✓ Actively involved in my office billing, invoice and online bill posting system.

### **Employment History:**

#### **Job Experience-1**

**Position:** Assistant Manager (Admin) of HM Traders

(Electrical & Electronics Solutions)

83/B, Siddeshwary Road, Mouchak Tower, (5<sup>th</sup> Floor) Room # 607, Malibagh Turn, Dhaka-1217.

Duration : 1<sup>st</sup> June, 2019 to till now.

#### **Job Experience-2**

**Position:** Office Manager (OM)

(Chattra Savings and Credit Co-operative Society Ltd) Chattra Bazar, Niamatpur, Naogaon,

Duration : 1<sup>st</sup> May, 2015 to 30<sup>th</sup> May, 2019.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
M.Sc	Geology & Mining	Rajshahi University	CGPA: 3.24 out of 4	2014	1 year
B.Sc	Geology & Mining	Rajshahi University	CGPA: 2.64 out of 4	2013	4 years
Higher Secondary School Certificate	Science	Chowrat Shibpur Borendra Degree College	GPA: 4.31 out of 5	2006	2 years
Secondary School Certificate	Science	Bamoil High School	GPA: 4.00 out of 5	2004	2 years

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Medium	Low	Medium

**Personal Details :**

Father's Name : Md. Moklesur Rahman  
Mother's Name : Shahina Bibi  
Permanent Address : C/O: Md. Moklesur Rahman  
Vill: Nazipur Bazar, P.O: Patnitala  
Upazilla: Patnitala, Dist:Naogaon  
Date of Birth : 10<sup>th</sup> July, 1988  
Sex : Male  
Religion : Islam  
Blood Group : O+  
Marital Status : Single  
Passport No : BJ073789  
NID No : 4177102094  
Nationality : Bangladeshi

**Reference (s):****Reference: 01**

Name : Md. Asaduzzaman  
Organization : Eastern Bank Ltd  
Designation : Customer Service Manager,  
Retail & SME Banking.  
Address : 64,BB Road(Islam Plaza),  
Narayangonj.  
Mobile : +8801728244000  
E-Mail : md.asaduzzaman3667@ebl-bd.com

**Reference: 02**

Dr. Golam Sabbir Satter  
Rajshahi University  
Professor of Geology & Mining  
  
Rajshahi University,  
Second Science Building  
  
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*Md. Abu Nayem*

Signature

Date: