

# Sazzad Bin Kashem



561/4, West Nakhalpara, Dhaka.



01676272595



sazzadbinkashem@gmail.com



## EDUCATION

- ❖ **Master of Business Administration (MBA - Professional), 2022**  
First Semester  
Bangladesh University of Professionals (BUP)
- ❖ **Bachelor of Business Administration (BBA - Professional), 2018**  
Major in Management, CGPA -2.89,  
Dhaka City College (Under National University)
- ❖ **Higher Secondary Certificate (HSC), 2012**  
Humanities Group, GPA -4.30  
BAF Shaheen College, Tejgaon, Dhaka.
- ❖ **Secondary School Certificate (SSC), 2010**  
Humanities Group, GPA -3.50  
BAF Shaheen College, Tejgaon, Dhaka.

## EXPERIENCES

- ❖ Worked as Executive, Tutor Coordination & Verification at **Caretutors.com** 07.01.2019 - 30.09.2019
- ❖ Worked as Intern, HR & Project Finance at **Asset Developments & Holdings Ltd.** 06.07.2019 - 06.10.2019
- ❖ Worked as Supporting Staff at **American Center and Goethe Institute.**
- ❖ Worked as Supporting staff and Dj at **Shadhona- A Center for Advancement for South Asian Culture.**

## SKILLS

- ❖ **Languages:** Proficiency in oral and written communication both in English and Bengali.
- ❖ **Computer Skills:** MS Word, MS Excel, MS Power Point.
- ❖ **Interests:** Acquire new knowledge and ideas, Music, Gossiping, Connect with new people.

## EVALUATION

- Good people management and communication skills. Team player.
- Able to work under high pressure and time limitation.
- With good managerial skills and organizational capabilities.
- Self-Motivated and Adaptive.

## References:

- **Nasrin Sutana**, Assistant Professor, Dept. of Business Administration, Dhaka City College.
- **Wing Commander Lutfun Nahar**, Bangladesh Air Force.
- **Dr. Syeda Nadia Hassan**, Medical officer, Sir Salimullah Medical College, Dhaka.