



Shahid Mahmud



shahidmahmud2u@gmail.com



+8801764807452



House no.24, Road No.1, Shekhertek, Mohammadpur, Dhaka-1207

To work-in an organization where discipline and high tech environment will ensure fast career development and the congenial atmosphere will enable to develop management, positive attitude, interpersonal relationship, communication skill, attitude to take challenges and commitment to achievements.

ACADEMIC BACKGROUND

Bachelor of Business Studies	2018
National University, Dhaka, Bangladesh. CGPA: CGP 3.32 out of 4.00	
Higher Secondary Certificate in Business Studies background	2014
Cambrian College, Dhaka, Bangladesh. GPA: 5.00 out of 5.00	
Secondary School Certificate in Business Studies background	2012
Amena-Baki Residential Model School & College, Dinajpur, Bangladesh. GPA: 5.00 out of 5.00	

Experience

“Supervisor” for 2 Years in “Neilson Bangladesh Ltd.” a survey company situated at Dhanmondi, Road No-27, Dhaka.

LEADERSHIP AND VOLUNTARY ACTIVITIES

- ☐ Class Representative [First semester to last semester]
- ☐ Volunteer of “YOUNG BANGLA”
- ☐ Ex-president of “Rotary Club” of Dhaka Commerce College.
- ☐ Voluntary Blood Donor

COMPUTER LITERACY

MS Office: Microsoft word (All types of typing)
Excel (Basic work holds)
Power point (All types of presentations)

Adobe Photoshop, Adobe Lightroom LANGUAGE

- ☐ Bangla (typing and writing) (week in fast typing)
- ☐ English(typing and writing) (approximately 35 Words per minute in typing)

INTERPERSONAL SKILLS

- ☐ Communication (Nonverbal communication, Public speaking, Verbal communication)
- ☐ Conflict management (Conflict resolution, Constructive criticism, Counseling, Mediating, Problem solving)
- ☐ Empathy (Caring, Compassion, Diplomacy, Diversity, Helping others, Patience, Respect, Sympathy)
- ☐ Leadership (Encouraging, Inspiring trust, Management, Mentoring, Motivation, Positive reinforcement)
- ☐ Listening (Active listening. Inquiry)
- ☐ Positive attitude (Behavioral, Developing rapport, Friendly, Humor, Networking, Social)
- ☐ Teamwork (Collaboration, Group facilitating, Team building, Teamwork)

PERSONAL INFORMATIONS

Father's Name	: Abdul Hamid
Mother's Name	: Samsun Nahar
Permanent Address	: Vill. : Patelsha, P. O.: Komolpur, P. S. : Sadar, Dist. : Dinajpur.
Present/Mailing Address	: House # 24, Road # 01, Shekhertek, Mohammadpur , Dhaka-1207.
Date of Birth	: 10-12-1996
Nationality	: Bangladeshi (By Birth)
Religion	: Islam (Sunni)
Sex	: Male
Marital Status	: Unmarried
Height	: 5'-10"
Interest	: Travelling & Reading

REFERENCE

Mahesh Chandro Roy
Director (Joint Secretary)
Directorate of Primary education
Ministry of primary and Mass education
Section-2, Mirpur Dhaka 1216

Cell: 01710867522
Phone: 55074914(Office)
8331533(Res)
Email: dirfinancedpe@gmail.com dirfinance@dpe.gov.bd
roymc1961@gmail.com

CERTIFICATION

I hereby declare that the particulars provided here are true & no misinformation is given.

Shahid