

Naimul Bari

House No – 32/C/1. East Nayatola.
Ramna. Dhaka – 1217.
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Career Objective

I have a dynamic and challenging attitude towards my assigned responsibility. I am confident about my ability, responsibility, labor and skills; I want to build my career within Management based organization.

Work Experience

Internship Experience:

I completed my internship from National Bank Ltd. During my internship I worked in Overall Banking Department and prepared an internship report on "**Foreign Exchange Operation of National Bank Limited**".

Organization	:	Tamijuddin Textile Mills Limited
Organization Category	:	Textile Mill
Designation	:	Executive Admin – Admin Dept.
Key Responsibility	:	Dealing with managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records
Duration	:	01.01.2016 to 31.07.2020.
Organization	:	Fair Builders Ltd.
Organization Category	:	Real Estate
Designation	:	Executive Officer – Admin Dept.
Key Responsibility	:	Dealings with administrative issue and solving staff complaints as priority basis.
Duration	:	01.01.2015 to 31.12.2015

Training Summary:

Training Title	:	Orientation Training Program
Organization	:	National Training Institute
Topic	:	Concept on overall General and Retail banking area.
Duration	:	5 days.
Training Title	:	Digital Marketing Training
Organization	:	BITM
Topic	:	Strategies Focused on Increasing the Reach & Visibility.
Duration	:	30 day.

Academic Qualifications

Course Title	Year of passing	Institution	Result	Major/ Group
MBA	2014	Stamford University Bangladesh	3.50	Finance
BBA	2011	Stamford University Bangladesh	3.00	Finance
HSC	2004	B.A.F.Shaheen College. Dhaka	3.80	Business Studies
SSC	2002	Tejgaon Govt. High School. Dhaka	3.00	Science

Computer Skills

- ◆ Ms-Dos, Ms-Word, Ms-Excel, Ms-Power Point, Hardware, Software and Fax.
- ◆ Good typing skill both in English & Bengali.

Language Proficiency

Excellent verbal written and interpersonal communication skills with strong command over both Bengali and English language.

Duties & Responsibility

Potential project sites to conduct initial feasibility of the proposed project;
Project appraisal including development of financial model for investment proposal;
Assist potential sponsors in developing project;
Generate periodic and other reports required by govt. agencies from time to time;

Strength

Strong organizational & planning skills;
Excellent customer focus and target oriented selling exists;
Advanced analytical skills to a wide range of problems;
Excellent interpersonal and communication skills to establish good rapport with customer;
Self-motivated, enthusiastic individuals with strong drive to achieve target within deadlines;
Ability to handle customer issue and maintain robust client relationship;
Excellent management and stress management attributes;
Geographic mobility and flexibility;

Interest & Hobbies

Reading (Newspaper, Novels, &Magazines) Traveling, Internet Browsing, Watching English Action Movie, Playing Foot Ball & Cricket.

Personal Information

Full Name	: Naimul Bari
Father's Name	: Khondaker Mohammad Jahangir Senior Officer (Rtd.), Janata Bank.
Mother's Name	: Fatema Jahan
Permanent Address	: Village-Birahimpur, Post Office- Basantapur, Thana- Shenbag, District- Noakhali.
Present Address	: 32/C/1 East Nayatola.Mogbazar. Dhaka-1217.
Contact no.	: Mob: 01816501074, 01670819203.
Nationality	: Bangladeshi.
Religion	: Islam.
Date of Birth	: 8 th May, 1988.
National ID card No	: 2696654358064
Marital Status	: Single

References

1. Humayun Kabir Senior Assistant Vice President & Audit Shahjalal Islami Bank Ltd. Gulshan - 2. Dhaka. Mob: 01755-556322	2. Khondaker Nurun Nabi SEVP(Rtd.) National Bank Ltd. Motijheel C/A. Dhaka. Mob: 01713-388898
3. Hamidul Haque Khan National Project Manager United Nations Development Programme Kakrail. Dhaka. Mob: 01713-014027	

DECLARATION

I solemnly affirm that the above information is true to the best of my knowledge and belief.

