



Tazin Ahmed

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PROFILE

Intended to work in a challenging, dynamic and disciplined job environment to enrich professional skill, competency and level of expertise knowledge. Want to work with an institution which emphasizes on excellence, commitment & inventiveness where I can apply my theoretical and practical knowledge for the management by utilizing my skills efficiently with creativity, integrity and responsibility.



AREAS OF DISTINCTION

- Passionate about acquiring new knowledge and experiences through working in challenging field.
- Enthusiastic to prove myself using both mental and physical effort in work.
- Eager to work in any environment preserving self-worth.
- Good in presentation and communication (with individuals and groups)
- Have fitness, strength and recognize the importance of appearance.



TRAINING & WORKSHOP

- Attending "E-Commerce Professional Training" by Bangladesh Hi-Tech park Authority & ICT Division. **(90 Hours).**
- Teachers Training program by Services for Professional Education & Enterprise Development by **S.P.E.E.D (28 Hours).**
- Attended the workshop "Annual Cambridge Coordinators Conference 2020" **(3 Days).**
- Excel pro 3.0 advanced Excel Training by Association for Information Systems **University of Dhaka. (2 Months).**
- Workshop on 'The Role of Motivation in Student Engagement' by **S.P.E.E.D. (1 Hour).**
- Cambridge Assessment English Training by **EduCan International Ltd. (8 Hours).**
- Workshop on 'Integrating differentiation in the classroom' by **S.P.E.E.D. (1 Hour).**
- Completed Internship at **National Bank Limited** from November 1, 2017 to January 31, 2018.
- **"The Excelist"** (Intra-University Basic Excel Training & Competition), **(two day session).**
- **HR Fest'14**, held in United International University. (Bangladesh Labor Law, 21st Century & Interview Techniques.) **(3 day session).**



WORK EXPERIENCE

- 1. Assistant Coordinator**
Wordbridge School. / 1st July 2018 to 31st July 2020.
- 2. Sales Consultant (part time)**
Daraz Bangladesh / 1st Feb 2016 to 31st Dec 2016.



EDUCATION

- **Master of Business Administration (MBA)**
University of Dhaka.
Major in **International Business**.
Current CGPA: **3.61** in the scale of 4.00
Pursuing from September 2018 to till date
- **Bachelor of Business Administration (BBA)**
United International University.
Major in **Human Recourse Management & Marketing (Dual)**.
CGPA: **3.49** out of 4.00.
Graduating Year: Fall 2017
- **Higher Secondary Certificate (HSC)**
Dhaka City College (Dhaka Board).
Business Studies
Equivalent G.P.A.: **5.00** out of 5.00.
Graduating Year: 2012
- **Secondary School Certificate (SSC)**
Agrani School & College (Dhaka Board).
Business Studies
Equivalent G.P.A.: **5.00** out of 5.00.
Graduating Year: 2010



EXTRACURRICULAR ACTIVITIES

- Polling Officer /2020
City Corporation Election and National Parliament Election.
- Volunteer /2019-Present Date
BD Clean- Dhaka University.
- Volunteer /2019-Present Date
All for One Foundation.

- Member of Academic Committee /2019-Present Date
IB-EMBA Alumni Association.
- Representative of IB Department /2019-Present Date
Dhaka University EMBA Club.
- Advisor /2017-Present Date
UIU Finance Forum
- Former Volunteer /2019
Plastic Initiative Network.
- Former Head of PR and Brand & /2014-2016
Head of Training and Development
UIU Finance Forum.
- **Organized** the following seminars, workshops and competitions under UIU Finance Forum:
 - **"The Stockers Game"** 1st National Investment Competition.
 - **"The Excelist"** 1st National Excel Competition 2016.
 - **"PATH FINDER"** 1st National Finance Career Fest 2015.
 - **"Focus 15"** Intra-University Finance Competency Competition.
- Worked as a **volunteer** in different programs:
 - **1st International Career Summit 2014** organized by UIU CCC.
 - **"The Excelist"** Intra University Basic Excel Competition 2014.
 - **"The Detector"** 2014.
- Was **Formal Anchor** at the prize giving ceremony of "The Excelist", "PATH FINDER", "Focus 15" and "The Detector".



PERSONAL INFORMATION

- MOTHER'S NAME - Ureka Shaheed.
- FATHER'S NAME - Shafiuddin Ahmed.
- PRESENT ADDRESS - 28/1-B Shonatongar, Zigatola, Dhanmondi, Dhaka -1209.
- PERMANENT ADDRESS - Same as present address.
- DATE OF BIRTH - 7 June 1994.
- GENDER - Female.
- MARITAL STATUS - Unmarried.
- RELIGION - Islam.
- NATIONALITY - Bangladeshi.



ACHIEVEMENTS

- Got subject scholarship at EMBA program of University of Dhaka.
- Enjoyed 100% Educational Scholarship 2 times, 50% Educational Scholarship 3 times and 25% Educational Scholarship 5 times from United International University based on excellent academic result.
- Obtained The Best Student's Performance Award 2012 and 2010 For Outstanding Performance in HSC & SSC Examination.
- Awarded 1st Runner-up Position in the event Carom of the Annual Indoor Games Competition of Dhaka city college held on January 23, 2011.
- Awarded Winner in the event Badminton and 2nd Runner up in the event Skipping Rope at the Annual Outdoor Games Competition of Agrani School & College.
- Got 2 educational scholarships in school under Bangladesh Kindergarten Association on 2004.



COMPUTER SKILLS

MS WORD



MS EXCEL



MS POWER POINT



LANGUAGE PROFICIENCY

	Reading	Writing	Listening	Speaking
BANGLA	Excellent	Good	Excellent	Good
ENGLISH	Good	Excellent	Excellent	Good



RECREATION





REFERENCE

1. Professor Dr. Sanjida Parveen Ritu

Dean, Faculty of Agricultural Engineering and Technology.
And **Professor**, Department of Irrigation and Water Management.
Sylhet Agricultural University Sylhet-3100, Bangladesh.

Mobile: 01711908431

Email: sanjidap05@gmail.com



REFERENCE

2. Shaila Taslima.

Coordinator (Junior Section).

Wordbridge School.

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I, undersigned ensure that, according to my knowledge and belief, this resume is up to date and it correctly describes my qualifications and myself.

Tazin Ahmed.