

Curriculum Vitae of Efaz Iftida



Contact Details

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Housing Society, Mohammadpur,
Dhaka

Personal Details

Father's name: Md. Iqramul Kabir

Mother's name: Mrs.
Rabaka Sultana

Date of Birth: 20 February 1992

Gender: Male

Religion: Islam

Nationality: Bangladeshi

Marital Status: Single

Blood Group: A+ (positive)

Profile

I believe determination and patience to be the most significant elements of success in every aspect of life. I try my best to hold on to both these elements which also helps me to stay self-motivated in my endeavors. I try to make use of my resourcefulness and creativity to achieve efficiency in any work. These qualities may make me better at executing tasks, however, I personally prefer to direct and manage tasks more. This is because often I find myself able to bring out a different or somewhat better way of completing a particular goal or objective. Furthermore, I believe any performed task, be it small or big, has the potential to affect the overall outcome in aspects of quality, time or cost – the three elements that I try to keep in mind. I tend to develop an innate sense of responsibility whenever I am provided with any task. I am capable of working well in a team and has the potential to motivate them. These are the findings of my self-evaluation, and my teachers' and fellow-mates', mostly during my under-graduation period.

Educational background

Bachelors in Business Administration (Honors)

Major in **Human Resource Management**

Institute: BAC International Study Centre

Board: University of Derby, UK Awarded in:
July, 2019

Marks percentage: **63%**

Award: **2nd Class – 1st Division**

CGPA: **3.3**

Higher National Diploma (HND)

Board: Edexcel

Institute: BAC International Study Centre

Major: Human Resource Management

Awarded in: November, 2018

Award: **Merit**

A' Levels

Board: Edexcel

Institute: Private

Subject: Mathematics: Grade: **E** / Accounting: Grade: **E**

Awarded in: June, 2012

O' Levels

Board: Edexcel

Institute: Mastermind School

Subject: Mathematic: / Bangla: /Economics: /

Accounting: /English Language: / Commerce:

Awarded in: January 2009

Work Experience

Company- Kabirs Syndicate Limited

Position- HR/Admin

Responsibility- Hiring employees and labors for construction work as per company requirements for different projects. Making sure employee salaries are paid and keeping proper record.

Time- June, 2017- April, 2020

Contact- Md Iqramul Kabir, Director of Kabirs Syndicate Limited

Cell no- 01552482236

Extra-curricular Achievements & Responsibilities

Winner of Business Poster Contest: August 2018

BAC Cultural Club

General Secretary

BAC Photography Club

General Secretary

BAC Social Welfare Club

General Secretary

**BAC Interschool Cricket and Football
Competition Management**

Computer Proficiency

Extensive knowledge and understanding about computers, various file formats and troubleshooting related to both hardware and software. Able to use the latest hardware, software and logistics.

Microsoft Word: very good typing speed and is able to make use of the software comprehensively.

Microsoft PowerPoint: able to use it comprehensively and creatively to make presentations.

Microsoft Project: able to create projects, indenting tasks, create resource sheet and Gantt Chart.

Soft Skills

Adaptability: High

Communication: High

Conflict Resolution: High

Leadership: Medium

Responsibility: Medium

Team Player: High

Time Management: Medium

Languages

English- Understanding: High, Writing: High, Speaking: High

Bangla- Understanding: High, Writing: Low, Speaking: High

References

Name: Ms. Kashfiya Afrin

Position: Senior Lecturer and Head of Business

Institute: BAC International Study Centre

E-mail: kashfiya@bacbd.org

Phone: +8801710958577