

# Resume of Riad Khan

Ta-177, Gulshan Badda Link Road,

Dhaka-1212

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## CAREER OBJECTIVE

To pursue a career with high ambition of doing challenging work in a dynamic organization that gives the opportunity to be the professional to explore my talents and innovativeness.

## ACADEMIC QUALIFICATIONS

### PROFESSIONAL CERTIFICATION

Institute : The Institute of Cost and Management Accountants of Bangladesh (ICMAB)  
Level : Business Level (Running)  
Session : Jan-Jun 2021

### SCHOOL OF BUSINESS ADMINISTRATION

University : The People's University of Bangladesh  
Subject : Bachelor of Business Administration (Finance)  
Result : C.G.P.A- 3.01  
Passing Year : February 2021

### Higher Secondary Examination (H.S.C)

Institution : Narayanpur Rabaya College  
Group : Business Studies  
Result : G.P.A- 3.42  
Passing Year : 2016  
Board : Dhaka

### Secondary School Certificate (S.S.C)

Institution : Dewaner Char Madhyamik Bidalaya  
Group : Business Studies  
Result : G.P.A-4.25  
Passing Year : 2014  
Board : Dhaka

## WORK EXPERIENCE

Internship at Janata Bank Ltd. from Narsingdi Corporate Branch, Narsingdi.

Worked as a Sales Associate at Aarong

Worked as a Waiter at Izakiya

## **SPECIAL SKILLS**

Software Applications : MS Word, MS Excel, MS PowerPoint,  
E-mail and Internet, Practical SEO.

## **WORKSHOPS**

CV Writing & Self Development  
4th National Power & Energy Camp 2015

## **LANGUAGE EFFICIENCY**

Strong Communication skill in : Bangla (as native)  
English (International)

## **STRENGTHS**

Strong motivation and commitment for work  
Commendable communication and presentation skill

## **EXTRA CURRICULUM ACTIVITIES**

Rover Mate, Debating, Teaching, Recitation.

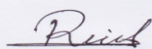
## **PERSONAL DETAILS**

Father's Name : Farhad Khan  
Mother's Name : Rekha Begum  
Date of Birth : 1<sup>st</sup> January 1999  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Single  
Sex : Male  
Heath : Sound  
Height : 5'6"  
Blood Group : A<sup>+</sup>  
Permanent Address : Botibond, Narayanpur, Belabo, Narsingdi, 1630.

## **DECLARATION**

I hereby committed to an oath that the information all I have given above is true and I am personally responsible for any kind of exaggeration about this curriculum vitae.

Your Sincerely



Riad Khan