

NAVID ISHTIAQUE KHAN

NORTH SOUTH UNIVERSITY | BBA IN HUMAN RESOURCE MANAGEMENT



CONTACTS

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SKILLS

- Proficient in MS Word
- Proficient in MS Power Point
- Skillful in MS Excel
- Basic skills on CRM Software

LANGUAGES

- ENGLISH
- BANGLA

CAREER OBJECTIVE

An aspiring business student with an interest in exploring new opportunities for self-development and interacting with people from various backgrounds and understanding their work culture and perspective in order to have new insights and experience and gain new skills and knowledge alongside my own in order to utilize it properly to move forward in my career with the ever increasing responsibilities.

WORK EXPERIENCE

Internship:

Bank Asia Limited

(Feb 2022-May 2022)

General Banking and Foreign Trade Department

Involvements:

- Preparing and updating official accounts and important documents
- Interacting and assisting customers with any help or queries regularly
- Preparing OBC and updating incoming ATM and Checkbook data
- Verifying NID and other important documents related to customers through the bank's official CRM system
- Assisting the Foreign Exchange Department with student and L/C Files
- Data entry of every outgoing and incoming NOC and important letters
- Preparing Transaction Profile for Dormant and New accounts
- Preparing Solvency and TAX certificates for clients
- Data input of day to day office and other expenses
- Writing Pay Orders for customers and major clients

EDUCATION

2018 - 2022

BBA in Human Resource Management
North South University, Bangladesh

CGPA: 3.13 out of 4.00

2015 - 2017

O'LEVELS & A'LEVELS (Science)
Maple Leaf International School, Dhaka,
Bangladesh

LICENSES & CERTIFICATIONS

Excel Skills for Business: Essentials

Issued By: COURSERA

Issued Date: May 2020

Credential ID: F69UKMYP6TUL

Excel Skills for Beginners and Professionals

Issued By: 10 Minute School

Issued Date: April 2022

Credential ID: 6250942f99dad

SOFT SKILLS

- Handling Pressure
- Time Management
- Team Work
- Quick Learner
- Communication
- Leadership
- Research
- Problem Solving

EXTRA CURRICULAR ACTIVITIES

Campus Ambassador at ORODDHO Foundation

[August 2020-Sep 2021]

Volunteer for DURNIBAR Foundation

Volunteer for JAGGO Foundation

Senior Executive Member of NSU YOUNG ECONOMISTS' FORUM (YEF)

[February 2019-August 2021]

Responsibilities for YEF:

1. **Marketing:** Successfully managed to bring in sponsors for the club's annual events and had the privilege to be the marketing in charge of certain events and lead a team of young and enthusiastic people and went on to sponsorship meetings and marketing roadshows in many companies and Universities to promote our club's events and was recognized as the Top marketer for YEF during that period on the club's annual magazine 'Equilibrium'.
2. Logistics
3. Photography

REFERENCES

Quazi Tafsirul Islam

Senior Lecturer, Department of Management

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North South University

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North South University

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Bank Asia Limited, Corporate Branch, Dhaka