**Sayeed Tareq Uddin Ahmed**

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Cell: +8801777406677 & +08801855046244

Email: [**sayeedahmedshatil@gmail.com**](mailto:sayeedahmedshatil@gmail.com)

**Career Objective**   
To build up my career in a challenging environment at a best organization in which creativity, sincerity, successfully, skills and performance are the criteria for one’s appraisal and recognition.

**EDUCATION**

**Bachelor of Business Administration (BBA)**

United International University

Major in Marketing  
**CGPA- 3.00/4.00**  
**Passing Year: 2019**

**Higher Secondary certificate (HSC)**

Dhaka Commerce College

**GPA: 4.90/5.00**

Group: Business Studies

**Passing Year: 2012**

**Secondary School Certificate (SSC)**

Mohammedpur Govt. High School

**GPA: 4.44/5.00**

Group: Business Studies

**Passing year: 2010**

**RELEVANT SKILLS & ABILITIES**

* Highly skilled in using Microsoft Office, Excel, PowerPoint, Internet Accessing, E-Mail Accessing.
* Motivated to do hard work
* Excellency in formal and personal communication
* Fluency in Bangla and English Language
* Skilled in general managerial tasks
* Team working capabilities & taking initiative as the leading position
* Capability to adopt with new environment and changes quickly
* Customer Relationship Management (CRM)

**EXPERIENCES:**

**Part Time Job Experience**

* Delivery Agent, Ecourier.com.bd.

(It is an online based courier service company)

(1st January 2015 – 30th December 2015)

* Pick up Agent, Pathaoo.com.bd.

(It is an online based courier service company)

(1st January 2016 - 30th July 2016)

* Customer Support Representatives (CSR), Robi Axiata Ltd.

(2ndNovember2017 – 30th June 2017)

* Front Desk Officer, (DGFI Consular Diagnostic Lab and college)

(2nd October 2017- 1st November 2018)

**Internship Experience:**

**Exim Bank**

* Assist Customer with various financial transactions , developed communications skills with customers
* Handle administrative task with high level of efficiency and accuracy.
* Provide new services and products to prospective customer, result increased awareness.

**Training:**

* Professional Computer Training Programme from National Youth Development Training Center (NYDTC).

(December 2018- April 2019)

**ACHIEVEMENTS**

* Achieved 1st place in both class 9&10.
* Established good working relationships with customers/clients.
* Identified a problem and solved it.
* Come up with a new idea that improved things.
* Contributed to good customer service

**CO-CURRICULAR ACTIVITIES**

* Attended different seminars which have arranged by UIU Career Counseling Center.
* Worked as Class representative for more than 10 times.
* Achieve different prizes for sports and cultural work at school.
* Class captain from class 6 to 10

**Memberships:**

* General Member of UIU Cultural Club
* General Member of UIU marketing forum
* General Member of UIU social club

**PERSONAL DETAILS**

* Father’s Name: Farid Uddin Ahmed
* Mother’s Name: Hena Ahmed
* Date of Birth: 12th June, 1993
* Gender: Male
* Marital Status: Unmarried
* Religion: Islam
* Nationality: Bangladeshi
* Hobbies: Travelling, Playing Cricket & Motorbike riding

**REFERENCES**

1. Muhammad Hasan Al-Mamun

**Assistant professor**

Cell: +8801712216556

E-mail: [hamdhakabd@gmail.com](mailto:hamdhakabd@gmail.com)

1. Abdul HMG Azam, Ph.d. (Duke)

**Professor and Dean**

School of Business and Economics

United International University

Cell: +8801751045361

E-mail: [abula@eco.uiu.ac.bd](mailto:abula@eco.uiu.ac.bd)

1. Dr. Khandoker Mahmudur Rahman

Phd (UUM), MS (Tesas A&m, USA)

MBA (IBA, DU)

**Associate professor & Director,**

BBA Program

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Sayeed Tareq Uddin Ahmed

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Signature

Sayeed Tareq Uddin Ahmed