**CURRICULUM VITAE**

***Of***

**JEWEL MIYA**

**Contact Number: 01724-111545 E-mail:** [**ahmedjuyel7@gmail.com**](mailto:ahmedjuyel7@gmail.com)



**CAREER OBJECTIVE**

To obtain a challenging position in any area of business that will provide future opportunities for growth and development and to use my skills and experience that I have acquired in my education life and to dedicate my whole effort to achieve the organizational goal.



**ACADEMIC CREDENTIALS**

# Bachelor of Business Administration (Honor’s)

* Institute : Sylhet International University
* Department : Business Administration
* Program : Bachelor of Business Administration
* Major in : Finance & Banking
* Result : CGPA- 3.12 out of 4.00

# Higher Secondary Certificate (H.S.C)

* Board : Sylhet
* Institute : Balaganj Degree College
* Group : Business Studies
* Result : GPA: 3.70 out of 5.00
* Year of Passing 2014

# Secondary School Certificate (S.S.C)

* Board : Sylhet
* Institute : Kaligonj M. Elias Ali High School
* Group : Humanities
* Result : GPA 3.50 out of 5.00
* Year of Passing 2012



**OTHER SKILLS**

* Have very good knowledge and experience for lead generation.
* Have good knowledge and experience about social media management.
* Have good knowledge social media adds campaign.
* Have some knowledge about IT and digital market.
* Have good knowledge to graphics design.
* Have very good knowledge and experience for convincing customer.



**COMPUTER SKILLS**

* Able to work in Microsoft Word, Excel and PowerPoint.
* Have good knowledge of using internet and social media.



**LANGUAGE EFFICIENCY**

* Proficient in Speaking, Writing, Reading and Listening **Bangla**.
* Proficient in Speaking, Writing, Reading and Listening **English.**
* Proficient in Speaking and Listening **Hindi.**



**WORKING EXPERIENCE**

* I was served as a **Computer Operator** in **A & I M Manufacturing (M) SDN BHD**, Serdang, Malaysia from 1st January 2017 to 30st November 2017.
* I have been worked at UK Business Solutions Ltd. Almost three years to develop my skill in customer service and sales execute. After one year, I was promoted as a trainer with same work, demonstrating my ability to use my initiative and train new employee.
* At present, I am working at Limpid Marketing Agency as a Head of Sales Manager.

219, Garden Tower, Shahjalal Uposhohar, Sylhet – 3100.

* **Owner of AJ Boutique**



**ACHIVEMENTS**

* **Top seller and highest seller record** of the year of 2018 at UK Business Solutions Ltd.
* **Top seller** of the year of 2019 at LIMPID Marketing Agency.



**INTERESTS:**

Information and technology, traveling, knowing nature, reading books, newspaper and online article, watching movies and sports.



**SELF ASSESSMENT**

* Designer at own textile.
* Confident enough to carry out duties with minimum instruction.
* Energetic, sincere, hardworking, honest and dutiful.
* Able to work under challenging environment.
* Able to work at any time at any place.
* Willing to work in team and ability to motivate people.
* Familiarity with information and communication technologies.



**PERSONAL DETAILS**

* Name : Jewel Miya
* Father’s Name : Somir Uddin
* Mother’s Name : Sajida Begum
* Date of Birth : 22-01-1995
* Nationality : Bangladeshi
* Sex : Male
* Marital Status : Unmarried
* Religion : Muslim
* Present Address : House no: 42, Block E, Road No 2, Shahjalal Uposhohor, Sylhet – 3100.
* Permanent Address : Village: Hussen pur, P.O: Balaganj, P.S: Balaganj, District: Sylhet – 3100.

## References:

1. Pronob Kumar Saha Lecturer

Business Faculty Department of Business Administration Sylhet International University

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1. Ms. Nayeema Maswood Neela Assistant Professor

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## Declaration:

I would be appreciated if you give me an opportunity to work with you to execute myself with your support. All the information provided here are correct and complete.

Yours sincerely, Jewel Miya

Date:

Signature