

JUNAYED AHMAD

Student



-  mjunayed113@gmail.com
-  01732279248
-  Bangladeshi
-  Single
-  Male

PROFILE

I am an enthusiastic and dedicated student with a passion for learning and growth. I possess strong analytical and problem-solving skills, coupled with a commitment to excellence in all academic and extracurricular endeavors. I thrive in team-oriented environments and enjoy contributing to innovative projects. My goal is to leverage my education and skills to make a meaningful impact in my chosen field.

LANGUAGES

BANGLA

ENGLISH



PROFESSIONAL EXPERIENCE

Ambition Global Consultancy

Assistant Manager

02/2022 | SYLHET, Bangladesh

- Assisted in managing daily operations and administrative functions to ensure smooth business processes.

EDUCATION

Bachelor of Arts (B.A)

Shahjalal University of Science and Technology

2025 | SYLHET, Bangladesh

Higher Secondary Certificate (HSC)

Inathganj Degree College

2019

Inathganj Bazar, Road, Inathganj, HABIGANJ,

Bangladesh

Secondary School Certificate (SSC)

Mostofapur A. U Alim Madrasah

2017 | Inathganj, Nabiganj, Habiganj, Bangladesh

SKILLS

- Leadership:** Junayed has demonstrated strong leadership qualities, guiding various initiatives and projects,
- Analytical Thinking:** Strong ability to analyze complex data, identify patterns, and solve problems efficiently.
- Effective Communication:** Proficient in verbal and written communication, with the ability to clearly convey information and ideas to diverse audiences.
- Team Collaboration:** Experienced in working collaboratively within teams, fostering a positive and productive work environment.
- Project Management:** Skilled in planning, executing, and overseeing projects to ensure they are completed on time and within budget.
- Customer Service:** Adept at providing excellent customer service, addressing client needs, and ensuring high levels of satisfaction.

INTERESTS

- Reading:** Enhances comprehension and broadens knowledge in various fields.
- Traveling:** Provides exposure to different cultures and enhances adaptability and understanding.
- Sports:** Develops teamwork, discipline, and physical fitness.
- Coding:** Demonstrates problem-solving skills and a passion for technology.

- Collaborated with senior management to develop and implement strategic plans and policies.
- Supervised and mentored junior staff, fostering a positive and productive work environment.
- Coordinated and facilitated client meetings, ensuring clear communication and successful project outcomes.
- Analyzed and reported on financial data to support decision-making and budget planning.

COURSES

IT Support for office management

Shahjalal University of Science and Technology.

2025 | SYLHET, Bangladesh

This course is ideal for individuals looking to start a career in IT support, current IT professionals seeking to specialize in office management, and office managers who want to enhance their technical skills.

DECLARATION

I, Junayed Ahmad, hereby declare that the information provided in this curriculum vitae is true and accurate to the best of my knowledge and belief.



JUNAYED AHMAD
SYLHET, 13-01-2025

ORGANIZATIONS

Nabiganj Student Association of SUST

VICE PRESIDENT

2024 | SYLHET, Bangladesh

- Led and coordinated various social, cultural, and academic events to foster community engagement among members.
- Supported the President in organizational planning and decision-making processes.
- Acted as a liaison between association members and university administration, ensuring effective communication and collaboration.
- Mentored and guided junior members, promoting leadership development and active participation.