

MD.NAFIZ HASSAN.

93, Boro Moghbazar -1217 Eastern Rose Flat-1/101, Shantinagr TSO, Ramna, Dhaka 1217

Primary number : 01620353276

Secondary number : 01333436779

Primary e-mail address : nfzhsn@gmail.com

Alternate e-mail address : hassan.nafiz@hotmail.com



Career Objective:

For growing my position to support the regular activities

Employment History:

1. Office Executive

(30 July, 2023 -15 February 2024)

London International School

House #45, Road#1 , Block # A Niketan Gulshan-1 Dhaka-1212

Area of Expertise

Office Management

Duties/Responsibilities

Collecting Tuition fees, collecting and maintaining monthly electricity , water, telephone and other bills of the school evaluating and monitoring tasks assigned by reporting authority, preparing and checking daily account book , participating in activities involved in developing issues related to school department.

2. Executive officer

(1 September, 2022 – 1 December, 2022)

Aerolex Ltd, Freight Forwarding and Logistics

House-97 (chadni-2) Road-05 Block-F Banani Dhaka

Area of Expertise

Data Entry Operator (English)

Duties/Responsibilities

Include & update all export and import shipment`s related data in cargo wise software .Keep maintaining extensive documentation of those activities

3. Officer (Documentation)

(10 September, 2020 - 30 September, 2021)

Sajeeb group

2, Indira road shezan plaza Farmgate Dhaka

Area of Expertise

Documentation Management, Production and planning

Duties/Responsibilities

Documentation of export activities, Follow up the production of factories, monitoring TT copies from banks.

4. Sales associate

(15 May, 2019 - 30 September, 2019)

IFIC BANK

Malibagh

Area of Expertise

Customer Service

Duties/Responsibilities

customer service, opening account, dealing with liability products.

Academic Qualification:

Degree	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Human Resources Management	Independent University, Bangladesh	CGPA:3.13 out of 4	2018	02
Bachelor of Business Administration (BBA)	International Business & Marketing (Minor)	Independent University, Bangladesh	CGPA:2.89 out of 4	2015	05
HSC	Business studies	BIR SHRESHTHA MUNSHI ABDUR ROUF RIFLES COLLEGE	CGPA:4 out of 5	2008	02
SSC	Business studies	MOTIJHEEL MODEL HIGH SCHOOL	CGPA:4.06 out of 5	2006	02

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Affiliate Marketing	content marketing , canva design, facebook business page creation and marketing youtube marketing	Techbond IT Limited	Bangladesh	Online	2023	20 days
Data entry skills	Typing speed, , entry procedures in google worksheets, Keywords of spanish language in certain events, Cardinal ordinal numbers in Spanish language.	Golden Harvest Info tech Limited	Bangladesh	Mohakhali, Dhaka	2023	15 days
Live in Field Experience Program	Rural Economy	PROSHIKA Human Resource Development Centre Trust	Bangladesh	Koitta Manikgonj	2014	12 days

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Preferred Job Category	: Supply Chain/Procurement, General Management/Admin, Media/Advertisement/Event Mgt.
Preferred District	: Dhaka
Preferred Organization Types	: Trading or Export/Import, Multinational Companies, Online Newspaper/ News Portal, Advertising Technology (AdTech) Startup

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> MS Office Applications 	Making attractive power point slides Editing photos, documents with word pad Applying procedures and formulas to prepare worksheet Typing speed 31 wpm

Extra-Curricular Activities:

Member of IUB International business club

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	High
Bengali	High	High	High

Personal Details :

Father's Name : MD. NURUL ISLAM
 Mother's Name : DALIA HAMID
 Date of Birth : November 30, 1991
 Gender : Male
 Height (Meter) : 1.75
 Weight (Kg) : 85
 Marital Status : Single
 Nationality : Bangladeshi
 National Id No. : 19912696653000073
 Religion : Islam
 Passport No : A0311451
 Passport Issue Date : 2/24/2022
 Permanent Address : 93 , Boro Moghbazar -1217 Eastern Rose Flat-1/101, Shantinagr TSO, Ramna, Dhaka 1217
 Current Location : Dhaka

Reference (s):

Reference: 01

Name : Md. Abdulla Hel Baki
 Organization : Islami Bank Bangladesh limited
 Designation : Senior Assistant Vice president
 Address : 29, Kushol center (2nd floor) Sector # 3
 Uttara Model Town
 Phone (Off.) : 58952055 (Ext-102)
 Phone (Res.) :
 Mobile : 01977979337
 E-Mail : baki3724@islamibankbd.com
 Relation : Academic

Reference: 02

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 FAVP
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