



# Mahtab Ul Alam Chowdhury

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## Career Objective

A dedicated and focused individual pursuing a Bachelor of Business Administration with a strong leadership, teamwork, and problem-solving background. I am committed to leveraging my skills and experience from academic projects and extracurricular activities to explore new opportunities and contribute effectively to organizational success. I seek a challenging role that offers professional growth and allows me to apply my computer proficiency and communication abilities to achieve personal and professional goals.

## Academic Qualifications

### North South University– Undergraduate - Present

- CGPA 0.00 on a scale of 4.00
- Department of Business Administration

### Nizampur Government College, Chittagong- 2021

- CGPA 5.00 on a scale of 5.00
- Science

### Mazharul Haque Chowdhury High School, Chittagong- 2019

- GPA 5.00 on a scale of 5.00
- Science

## Work Experience

### NY Trading Limited, Dhaka Stock Exchange Limited

Intern

July 2023- Present

#### Job Responsibilities:

- Learning market trends and executing orders.
- Built strong client relationships to drive growth and retention.

## **English Olympiad Bangladesh**

February 2022- Present

### **Job Responsibilities:**

- Acting as the face of the English Olympiad in my institution.
- Assisted in organizing and coordinating seminars and EO Season 2 & 3, ensuring efficient resource allocation and volunteer engagement.
- Collaborate on joint campaigns, workshops, or promotional activities.

## **Executive-Online Communication & Social Media Management**

July 2020 – September 2022

### **Job Responsibilities:**

- Managed order tracking, processing, and fulfillment.
- Addressed customer inquiries and concerns
- Ensured timely processing and delivery
- Provided attentive customer support

## **Extracurricular Activities**

### **Debate Club Member – Maruwf Model International School, Chittagong** June 2014 – January 2019

- Remained a general member since 2014, rising to the position of second leader in 2016 and the position of debate club leader in 2017, serving as the chief debtor
- Planned and led club meetings, fostering an environment for improving debating skills through discussions, presentations, and debate competitions.
- Coordinated with teachers and club members to organize events and workshops, enhancing participants' abilities.

### **Scout Team Member – Mirsharai S.M. Model Primary School**

January 2012 – December 2013

- Served as the 'Flag Bearer' in the team

### **Scout Team Member – Maruwf Model International School**

January 2015- December 2018

- Active team member in the team

## **English Olympiad Bangladesh**

February 2022 – Present

- Working as a 'Campus Ambassador'
- Served as the 'Organizing Committee Member & Invigilator' for the English Olympiad Season 3

## Skills

- MS office
- Oral Communication
- Leadership skill
- Problem-solving abilities
- Teamwork

## Language

- **Bangla** - Native
- **English** - Business Fluent (Listening, Speaking, Reading and writing)

## Reference

- Md. Abu Sayeed Chowdhury  
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