

# CURRICULUM VITAE

## Of

### Saklayen Ahmed



Care of Taz Uddin Ahmed, Kewa Pashchim Khanda, Sreepur, Gazipur  
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### Career Objectives

To join an interactive organization that offers me a constructive workplace for communicating and interacting with customers and people.

### Educational Qualifications

Name of the exam passed	Duration of Course	Name of School/ College/University	CGPA obtained	Year of passing
MBA	1 year	University of Rajshahi	3.15 (1 <sup>st</sup> Semester)	2019
BBA (Department of Accounting and Information Systems)	4 years	University of Rajshahi	3.37 Out of 4.00	2018
HSC (Business Studies)	2 years	Gazipur Cantonment College	5.00 (Out of 5.00)	2014
SSC (Business Studies)	2 years	Rajendrapur Cantonment Public School and College	4.88 (Out of 5.00)	2012

### Extra Curriculum Activities

- Worked as Research Assistant with Prof. Dr. Rukshana Begum, Department of Accounting and Information Systems, University of Rajshahi, for the research project entitled "SMEs Financing in Bangladesh"
- Director of Program Management, Rajshahi University Business Club (RUBC), RU
- Involved as organizer in Departmental cultural activities
- Developed and maintenance a website with own web programming knowledge.

### Language and professional skills

#### Language:

- Mother tongue – Bengali
- Fluent in Bengali and full working knowledge in English.

**Strength and Attributes:**

- Ability to interact effectively with people at all levels with patience, tact and diplomacy.
- Ability to learn fast and adapt well to new situations and opportunities.
- Perform proactively with friendly and supportive attitude.
- Highly organized and methodical with excellent time management and prioritization.

**Computer Skills:**

- Proficient in Microsoft Word, Excel and PowerPoint.
- Experienced in using SPSS and Tally ERP Software packages.
- In depth knowledge of Content Management System (CMS) such as WordPress & Blogger.
- Experienced in web design and development languages such as PHP, SQL and JavaScript.
- Basic knowledge about Python Programming language for data science.

**Personal Information**

Father's Name : Tazuddin Ahmed  
 Mother's Name : Manwara Begum  
 Date of Birth : April 25, 1997  
 Marital Status : Single  
 Religion : Islam  
 Permanent Address : Village: Kewa Pashchim Khanda; Post: Mowna; Post Code: 1740  
 Upazilla: Sreepur; District: Gazipur.

**References****Suman Md. Farhad Husain FCA**

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I declare that all the information given herewith is correct, true and complete to the best of my knowledge and belief.



Saklayen Ahmed