

YOU NAME HERE

Mailing Address:

Write your address here

Cell +88 xxxx xxxxxxxx

E-mail: xxxxxx@xxxx.com



OBJECTIVE

To work as a part of dynamic team in a cutting-edge firm where hard work and sincerity are appreciated and to apply the knowledge that I have accumulated during my study.

PROFESSIONAL EXPERIENCE

Total Experience: 2.4 Year

BPO Firm (Data Exchange)

September 2017 – October 2019

P2P Family

Customer Relationship Executive

(CRM Department)

November 2019- Continue

EDUCATIONAL QUALIFICATION

Master of Business Administration (MBA)

Concentration : **Human Recourse Management (HRM)**
Institution : **Port City International University, Chittagong**
CGPA : 3.69 (out of 4.00)
Passing Year : 2019

Bachelor of Business Administration (BBA)

Concentration : **Marketing**
Institution : **Institute of Business Studies
National University, Bangladesh**
CGPA : 2.91 (out of 4.00)
Passing Year : 2015

Higher Secondary Certificate (HSC)

Institution : **Govt. City College, Chattogram.**
Group : Business Studies
GPA : 4.10 (out of 5.00)
Passing Year : 2011
Board : Chittagong

Secondary School Certificate (SSC)

Institution : **Ticket Printing Press Colony High School, Chattogram.**
Group : Commerce
GPA : 4.88 (out of 5.00)
Passing Year : 2009
Board : Chittagong

TECHNOLOGY & COMPUTER SKILLS

1. Fluent in working with Smartphone and Tablet PCs
2. Excellent ability to work with the following Operating Systems: Windows 7/ 8/ 10
3. Able to work with MS Office (Word, Excel, Power Point)

PERSONAL DETAILS

Full Name	: xxxxxxxx
Father	: xxxxxxxx
Mother	: xxxxxxxx
Sex	: Male/Female
Blood Group	: A +ve
Date of Birth	: 25 th November, 1994
Marital Status	: Single
Nationality	: Bangladeshi (by birth)

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