

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 : 25th November, 1994

Marital Status : Single

Nationality : Bangladeshi (by birth)

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