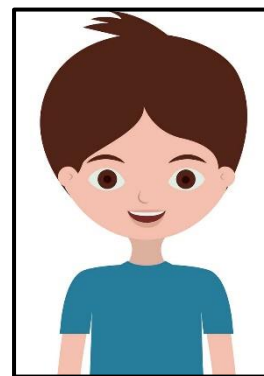


**WRITE YOUR NAME HERE, Nickname**

Mailing Address:  
Write Your Full  
Address Here

Phone: +880-XXXXXXXXXXXX, XXXXXXXXXXXXXXX

E-mail: xxxxxxxxxxxx@xxxxxx.com,



**Career Objective:**

Intend to work in a challenging and competitive environment where a strong sense of responsibility and commitment is required and the place of work provides potential avenues for learning and growth.

**Work Experience:**

**Position: Executive- Administration (December 2016 to June 2018)**  
**Port City International University, Chittagong**

Key Responsibilities:

- Provide information about courses ,fees, teachers ,other facilities, admission of students, waiver facilities provides , scholarship policy arrange for student. Worked on registration, Result check, check and verify application of certificate.
- Other : Arrange programs like cultural program of university , picnic program others plan. Attended meeting, .worked for promotional activities. I was member of some forum like calendar , cultural forum .

**Educational Qualifications:**

Examination	Passing Year	Institution Name	Concentration	Result
M.B.A	2016	Abc University	Finance & Banking	CGPA <b>3.63</b> (4 Point scale)
B.B.S (Pass: 3 years)	2013	Abc University		2 <sup>nd</sup> Division
H.S.C	2008	Abc College, Chittagong Board	Business Studies	CGPA 3.30 (5 Point Scale)
S.S.C	2006	Abc High School, Chittagong Board	Business Studies	CGPA 4.00 (5 point scale)

**Computer Literacy:**

- Familiar with MS Word, MS Excel, MS PowerPoint, Email & Internet browsing.

**Language Competency:**

- Bengali: Mother tongue
- English: Well versed in both written and spoken English.

**Communication Skills:**

- Skilled in all sorts of business & commercial correspondence.
- Proficient in writing and editing reports and dealing with multimedia presentation.

**Leadership Skills:**

- Capable of motivating others and getting things done.
- Have the ability to guide people, as well as work under others, in teams.

**Extra Curriculum Activities:**

1.Certificate in Computer Application with XP/7 Ms Word, Excel, Access, Power Point ,Internet & E-Mail, Basic Hardware concept from National Youth Training Academy (NYTA) for the period of 13-02-14 to 15.05.2014

2.Workshop from IMIT: Certificate of Participation in the Workshop on "Team Building an abstract concept that represent a set of values organized by Department of Business Administration, Southern University Bangladesh in Association with Southern Professional Education for Executive Development (SPEED).

3.Thesis : On the subject of “Performance of Mutual Fund , Investment Corporation of Bangladesh” on the study of ICB

**Personal Details:**

Name : XXXXXXXXXXXXX

Father's Name : XXXXXXXXXXXXX

Mother's Name : XXXXXXXXXXXXX

Date of Birth : 21<sup>st</sup> September 1991

Nationality : Bangladeshi

Marital Status : Single

NID No. : XXXXXXXXXXXXX

**References:**

1. XXXXXXXXXXXXXXXXXXXX

Write Company

Write Department

Cell No: +XXXXXXXXXXXX

2. XXXXXXXXXXXXXXXXXXXX

Write Company

Write Department

Cell No: +XXXXXXXXXXXX

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**Signature:**