

Riaz Bhuya

Vill: Nowpara, P.O: Nilamborkhila-2480, P.S: Kendua, Dist: Netrokona.,
Kendua, Kendua, Netrokona 2480

01763925748

riazbhuya19@gmail.com



Career Objective

To build a professional career where I can utilize my communication, organizational, and problem-solving skills effectively while contributing to organizational growth and improving my professional expertise.

Career Summary

Riaz Bhuya completed Bachelor of Arts (BSS) in History from National University under Ananda Mohan College with a CGPA of 3.08 in 2023. He is a motivated and hardworking individual with strong communication, teamwork, and organizational skills. Passionate about learning new responsibilities and contributing positively in a professional environment through dedication, discipline, and adaptability.

Special Qualification

Good communication and interpersonal skills Strong teamwork and coordination ability Skilled in MS Word, Excel, and internet browsing Ability to work under pressure and meet deadlines Quick learner with positive work attitude

Experience

Total Year of Experience: 0.4 yrs

1. **Assistant (0.4 yrs)**

(12 May, 2023 - 30 Sep, 2023)

National University

Mymensingh

Area of Expertise

Research (4 months)

Duties/Responsibilities

Participated actively in academic presentations, group assignments, and classroom discussions. Maintained regular attendance and completed coursework within deadlines. Prepared reports, case studies, and business-related assignments independently and collaboratively. Assisted in organizing departmental academic activities and seminars. Developed knowledge in business management, accounting, finance, and organizational communication. Practiced leadership, teamwork, and problem-solving skills through academic projects. Conducted basic research and data analysis for academic purposes. Improved computer literacy and report writing skills through coursework and presentations. Successfully completed Bachelor of Business Administration B.B.S under National University. Gained strong theoretical and practical understanding of business administration principles. Achieved academic proficiency in management, accounting, finance, and marketing subjects. Developed effective communication, analytical, and organizational skills during the academic journey. Completed various academic projects, presentations, and business case studies successfully. Demonstrated dedication, discipline, and teamwork throughout the academic program. Gained practical understanding of accounting, finance, marketing, and management concepts. Enhanced professional ethics, adaptability, & interpersonal skills.

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Arts (BA)	History	Ananda Mohan College, Mymensingh	3.08 out of 4	2023	4	
		Gurudaval				

HSC	Humanities	Government College, Kishoreganj	3.83 out of 5	2019	2	
SSC	Science	Jonata high school kendua	4.5 out of 5	2017	2	

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
National Skill Standard Basic	Computer Office Application Program	Bangladesh Technical Board, Dhaka	Bangladesh		2020	66 Month

Professional Qualification

Certification	Institute	Location	From	To
Computer Office Application Program	Bangladesh Technical Board Dhaka		01 Jan, 2020	31 Jul, 2020

Career and Application Information

Preferred Job Category : Bank/Non-Bank Fin. Institution, Garments/ Textile, NGO/Development
 Looking For : Top Level Job
 Present Salary : Tk. 20000
 Expected Salary : Tk. 25000
 Preferred District : Anywhere in Bangladesh

Skill

Fields of Skill	Description
• MS Word • MS Excel • Management • Time Management • Planning • Administration	Strong leadership and team supervision skills. Excellent communication and negotiation ability. Strategic planning and organizational development. Reporting, documentation, and analytical skill. Strong decision-making and problem-solving capability. Customer relationship and stakeholder management skills. Data analysis and performance monitoring ability. Time management and multitasking efficiency. Ability to work independently and within a team environment.

Extra Curricular Activities

Self-Motivated and disciplined. Co-ordinating time and changing priorities to meet strict deadlines. Analysis, Planning and Co-ordination. Commitment to the highest standards of quality. Complete flexibility to work as per requirement of organisation without any time boundaries. Able to pick new concepts quickly and self-motivated to learn. Highly motivated and committed.

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium

Personal Details

Father's Name : Khokon Bhuya
 Mother's Name : Nasrin Akther
 Date of Birth : 01 Jan, 2000

Gender	:	Male
Marital Status	:	Single
Nationality	:	Bangladeshi
National Id No.	:	5113823503
Religion	:	Islam
Current Location	:	Vill: Nowpara, P.O: Nilamborkhila-2480, P.S: Kendua, Dist: Netrokona., Kendua, Kendua, Netrokona 2480
Blood Group	:	O+

Reference

Name	:	Rashedul Islam
Organization	:	Meghana Bank Plc
Designation	:	Retail Collection Executive
Address	:	Mohakhali, Dhaka
Relation	:	Relative