



Redoy Ahmed

About Me

I am an enthusiastic person who is ready to take any kind of challenge to be a successful and strategic business executive by utilizing my organizational skills and talents optimally.

Work Experience

Office Executive

01 Dec 2021 – 30 Jan 2023

Rex IT BD.

- Research and gather data for departmental reports.
- Maintain unit and departmental records.
- Assist in maintaining office equipment and purchases.
- Leading a team and updating their data timely.
- Handel Confidential files.

Officer

01 Jan 2021 – 30 Nov 2021

Fleet Bangladesh.

- Understanding customer needs and interests.
- Product resarch for sales on e-commerce site.
- Providing product information to clints.
- Up to date sales records.
- Work closely with the Executive.

Officer

01 April 2015 – 30 Sept 2016

Step-up IT & Training institute.

- Product resarch for sales on e-commerce site.
- Providing product information to clints.
- Up to date sales records.
- Work closely with the Executive.

Contact Details

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redoyahmed23@gmail.com

Ramchandropur,
Ghoramara,Boalia, Rajshahi,
Bangladesh

Skills

Soft Skills

- Leadership
- Communication
- Time Management
- Decision Making
- Teamwork

Hard Skills

- Technology
- Language
- Computer Literacy

Languages

- English : Intermediate
- Hindi : Intermediate
- Bangla : Proficient

Computer Skills

- Operating System
Windows 7/8/8.1/10
- Microsoft
Office:(Word, Excel,
Power point)

Hobby

- Travelling
- Music
- Reading
- Design
- Sport
- Internet

Reference

- **Kazi Rashed korm**
Associate Professor

Department of Management,
New Govt. Degree College

E-mail: rashedrco@gmail.com
Phone: 01743394738
- **Md. Mizan-Ur-Rahman Khan**
Assistant Chief Technical Officer

Department Of Mechanical
Engineering, RUET

E-mail: mrkhan.ruet@gmail.com
Phone: 01766445555

Pledge& Sign

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Redoy Ahmed

Education

Master of Business Administration, M.B.A (2020)

- University : National University
- Department : Accounting
- Result : 3.09 out of 4.00

Bachelor of Business Administration, B.B.A (2019)

- University : National University
- Department : Accounting
- Result : 2.96 out of 4.00

Higher Secondary Certificate, H.S.C (2014)

- Institute : Rajshahi Govt. City College Rajshahi
- Board : Rajshahi
- Subject : Business Studies
- Result : 4.10 out of 5.00

Secondary School Certificate, S.S.C (2012)

- Institute : Jatio Tarun Shongo Academy
- Board : Rajshahi
- Subject : Humanities
- Result : 4.31 out of 5.00

Personal Information

- **Father's Name** : Md. Golam Mostofa
- **Mother's Name** : Most. Sumy Begum
- **Nationality** : Bangladeshi
- **Marital Status** : Unmarried
- **Religion** : Islam
- **Blood Group** : O+
- **Date Of Birth** : 20-05-1997
- **Permanent Address** : Vill: Ramchandrapur,
P.O: Ghoramara-6100,
P.S: Boalia,
Dist: Rajshahi.