

CURRICULAM VITAE

OF

NAFISH SHADIK TANJIM



C/O: Abdul Aziz
Taluk Kaloya, Kanthalbari
Kurigram Sadar, Kurigram-5600.
Mobile: 01751-344156.
Email: nafishshadik691@gmail.com

Career Objective:

To serve in a responsible administrative position a well-structured organization and successfully apply acquired managerial and interpersonal skill to chance organizational efficiencies.

Academic Qualification:

Bachelor of Art's (B.A):

Institute : Kurigram Govt. College, Kurigram.
Board : National University.
Subject : Philosophy .
Result : 2.60 (Out of 4.00).
Year of Passing : 2023.

Higher Secondary School Certificate (H.S.C):

Institute : Kurigram Govt. College, Kurigram.
Board : Dinajpur.
Group : Humanities.
Result : 3.42 (Out of 5.00)
Year of Passing : 2019.

Secondary School Certificate (S.S.C):

Institute : Dasher Hat High School, Kurigram.
Board : Dinajpur.
Group : Science.
Results : 4.00 (Out of 5.00)
Year of Passing : 2017

Personal Information:

Name : Nafish Shadik Tanjim.
Father's name : Abdul Aziz.
Mother's name : Most Nasima Begum.
Date of Birth : 21 February 2001.
Blood Group : B+ (Positive)
Marital Status : Married.
Religion : Islam.
Nationality : Bangladeshi
National ID No : 2861132914.
Height : 5 feet 7 inches.
Weight : 75kg.

Computer Literacy :

Organization Name : DYD, Kurigram.
Course Name : Basic office application Ms Word, Excel,
PowerPoint, Internet Browsing, etc
Location : Kurigram.
Duration : 3 Month.

Experience:

Organization : Pran RFL (Group: Vision Fan)
Position : Sales Representative.
Duration : 1 Year 06 Month.
Location : Chittagong.

***Job Responsibilities:**

- ❖ Achieve assigned sales targets and work to increase overall sales volume
- ❖ Conduct regular market visits to assigned areas and collect orders from new and existing customers
- ❖ Maintain strong relationships with dealers and retailers through consistent communication
- ❖ Promote company products effectively and inform clients about new offers and product launches
- ❖ Ensure timely and accurate delivery of products according to orders
- ❖ Maintain product availability and proper display (merchandising) in the market
- ❖ Prepare and submit daily or monthly sales reports to management
- ❖ Monitor competitor activities and gather relevant market information
- ❖ Collect outstanding payments (dues) and maintain accurate financial records
- ❖ Perform all duties in accordance with company policies and guidelines

Present Address:

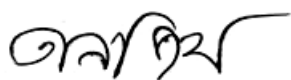
Village: Khalisha Kaloya, Post: Holokhana, Upozila: Kurigram Sadar, District: Kurigram

Permanent Address:

Village: Khalisha Kaloya, Post: Holokhana, Upozila: Kurigram Sadar, District: Kurigram

Declaration:

I, the undersigned. do here by that best of my knowledge and belief, all the above pieces of information than describe me, my knowledge, Qualification and expertise are correct.



(NAFISH SHADIK TANJIM)

Date:07/06/2026