

Muhammad Riaz Uddin

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MAILING ADDRESS:

Block-F, Road -11, Flat-A1House-442,
Bashundhara R/A., Bangladesh

CAREAR OBJECTIVE

Willing to build up career in a challenging position and prove myself as a quick learner and highly energetic person to face any Challenge in the field of institution where is an opportunity of self-assessment and self-improvement in both individual and group based work is certain and that will ultimately lead to the further development of the common people and the country.

EDUCATION

Masters Of Arts (M.A):

Institute	: Chandpur Govt. College & University.
Group/Trade	: Management
Result	: CGPA-2.69(out of 4.00)
Passing Year	: 2019
Board	: National University (NU)

Bachelor Of Business Studies (B.B.S):

Institute	: Chandpur Govt. College & University.
Group/Trade	: B.B.S
Result	: CGPA-2.40(out of 4.00)
Passing Year	: 2017
Board	: National University (NU)

Higher Secondary School Certificate (H.S.C)

School	: Al-Amin Academy School & College.
Group	: Business Studies
Result	: GPA-3.60 (out of 5.00)
Passing Year	: 2011
Board	: Cumilla

Secondary School Certificate (S.S.C)

School	: Al-Amin Academy School & College.
Group	: Business Studies
Result	: GPA-4.31 (out of 5.00)
Passing Year	: 2009
Board	: Cumilla

EXPERIENCE

- 2019** : N.I. Accessories & Enterprise, Dhaka.
- Inspecting over all department operational responsibilities.
 - Workplace maintenance Responsibilities.
 - Producing salary sheet and disbursements.
 - Productivity evaluation.
 - Analysis of new HR policies of the Organization.
- 2016-2018** : Gadge & Gear, Sales Center, Dhaka.
- 2015-2016** : Grameen Phone Customer Service, Chandpur

PROFESSIONAL SKILLS

- Operating System Professional : Windows XP, 7, 8 & 10

PERSONAL SKILLS

Self-Motivated, Excellent analytical skill, quick Learner, Dynamic, Punctual, Hard Working, Innovative, Optimistic and respect others opinion. I like to spend my total time in reputed organization learning about other culture.

LANGUAGE PROFICIENCY

- **Bangla** : Native proficiency
- **English** : Working proficiency
- **Hindi** : Understand & speaking proficiency

DECLARATION :

I am describing that all the above mentioned information and facts are true and accurate.

REFERENCE :

- Mr. Abdul Momin
Head Of Accountant
Chandpur Govt. College, Chandpur
Phone : +880 1671567093