



MD. DAIYAN KHAN

☎ +88 01722292758

✉ khandaiyan758@gmail.com

🏠 Village: Sabupura, Post: Sabupura-8621
Upazila: Bauphal, District: Patuakhali

Professional Qualification:

- **Certificate in National Skill Standard Basic Course Examination** | Computer Training Institute, Bauphal- 2019

Language Proficiency:

- **Bangla:** High Reading, Writing, Speaking
- **English:** High Reading, Writing, Medium Speaking

Career and Application:

- **Preferred Job Category:** Accounting/Finance, Bank/Non-Bank Financial Institution, IT/Telecommunication, Data Entry/Computer Operator, Other Special Skilled Jobs
- **Preferred District:** Anywhere in Bangladesh
- **Preferred Organization Types:** Banks, IT Enabled Service, Govt./Semi Govt./Autonomous body, NGO, Multinational Companies, Group of Companies, Individual/Personal Recruitment.

Career Objective:

Motivated and detail-oriented professional with experience in accounts, finance, administration, sales & marketing, and customer care. Seeking to leverage my skills to contribute effectively in a dynamic role and drive organizational success.

Career Summary:

Experienced professional with a diverse background in accounts, finance, administration, sales & marketing, customer care, and IT/telecommunication. Proven ability to manage financial operations, improve customer satisfaction, and drive business growth. Skilled in communication, problem-solving, and team leadership. Adept at adapting to dynamic environments, with a strong focus on achieving organizational goals and delivering exceptional results.

Special Qualification:

Specialized in accounts, finance, administration, sales & marketing, customer care, and IT/telecommunication. Strong analytical skills, adept at financial analysis, team leadership, and technology integration to improve business operations.

Academic Qualification:

- **Bachelor of Business Studies (03 Year)**
Institute : Dr. Yeakub Sharif Degree College
Subject : BBS
Session : 2019-2020
Result : CGPA 2.52 (Out of 4.00)
- **Higher Secondary Certificate (HSC)**
Institute : Dr. Yeakub Sharif Degree College
Subject : Business Studies
Session : 2017-2018
Result : CGPA 2.58 (Out of 5.00)
- **Secondary School Certificate (SSC)**
Institute : Sabupura Adarsha Secondary School
Subject : Business Studies
Session : 2015-2016
Result : CGPA 3.64 (Out of 5.00)

Extra Curricular Activities:

- *Actively participate in community service projects, helping develop leadership, teamwork, and problem-solving skills.*
- *Engage in sports and recreational activities to promote physical fitness and team collaboration.*
- *Attend workshops, seminars, and training sessions related to professional and personal development.*

Skill Description:

- **Computer Basics:** Proficient in using MS Office Suite (Word, Excel, PowerPoint, OneNote), basic IT operations, and internet browsing.
- **Sales & Marketing:** Experience in promoting products/services, handling customer relations, and driving sales strategies.
- **Teamwork & Leadership:** Strong ability to work collaboratively in teams and lead projects to completion.
- **Adaptability:** Able to perform well under pressure, manage multiple tasks, and adapt to fast-changing environments.

Personal Details:

- **Father's Name:** Delowar Hossen Dulal
- **Mother's Name:** Mst. Shahanaz Parvin
- **Date of Birth:** 14 July 2002
- **Gender:** Male
- **Height:** 1.60 m
- **Weight:** 60 kg
- **Marital Status:** Married
- **Nationality:** Bangladeshi
- **Religion:** Islam
- **Permanent Address:** Village: Sabupura, Post: Sabupura-8621, , Bauphal, Patuakhali
- **Current Location:** Patuakhali
- **Blood Group:** B+

Signature:

(Md. Daiyan Khan)