



Md. Nayem Uddin



CONTACT



01690-074294



nayemfas@gmail.com



Village: Okannara,
Post Office: Mulavi Hat
Police Station: Patiya,
Chattogram-4370



PERSONAL INFORMATION

Father's Name	: Md. Ahamodur Rahman
Mother's Name	: Marzia Begum
Date of Birth	: 10-04-1998
Nationality	: Bangladeshi (By birth)
Religion	: Islam
Gender	: Male
Marital Status	: Married
Height	: 5 feet 7 Inch
Blood Group	: O+



TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- PowerPoint



SOFT SKILLS

- Communication
- Teamwork
- Leadership
- Problem Solving
- Analytical Thinking



LANGUAGES

- Bengali (Native)
- English (Intermediate)



INTERESTS

- ✈ Travelling
- ⚽ Playing Football
- 🏏 Playing Cricket



CAREER OBJECTIVE

Aspiring to leverage my Bachelor of Arts degree in Business Studies to contribute effectively to a Commercial or Accounts position. Eager to apply my skills in Microsoft Office and commercial operations to support organizational growth. Committed to continuous learning and professional development within the commercial sector.



EDUCATION



Bachelor of Arts (BA)

2022

Bangladesh Open University
Result: 2.79



HSC (Business Studies)

2018

Hulain Saleh Nur Degree College
Result: 1.83



SSC (Business Studies)

2015

Ashiya High School
Result: 3.39



WORK EXPERIENCE

01

Islami Bank Bangladesh PLC *Messenger-cum-Guard*

📅 07 Years
(Duration)

- Ensured the security of the bank premises and assets.
- Performed messenger duties including document delivery.
- Maintained discipline and performed assigned duties responsibly.
- Worked sincerely for overall safety and support activities.

02

M/s TR Trading Corporation *Commercial Assistant*

📅 Present
(Continuing)

- Preparing and maintaining commercial documents.
- Assisting in import-export related activities.
- Communicating with clients and suppliers.
- Supporting the management in day-to-day operations.
- Maintaining records and documentation.



STRENGTHS

- Honest, trustworthy and hardworking
- Quick learner and adaptable
- Able to work under pressure
- Strong sense of responsibility



DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Sincerely,

Md. Nayem Uddin