

CV of NAZNIN AHMED



Contact Information:

Contact Address : Sonamia market, Sarkar Markat,
Jamgora, Ashulia, Savar, Dhaka.
Contact No: +88 01685-115269
E-mail : naznin.ahmed24@gmail.com

Career Objective:

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.
To work hard with full determination and dedication to achieve organizational as well as personal goals.

Job Experience

- **Mondol group**
Tropical Knitex Limited
Caregivers Officer (Welfare)
10th January 2024 to 23 December 2024
- **Sunshine school & collage**
Assistant Teacher
01st April 2019 to 10th December 2023

Educational Background:

Degree	Name of the Institution	Major/Area of Concentration	Passing Year	CGPA/GPA
Master of Business Administration MBA	City University	Human Resource Management	2020	3.65 out of 4.0
Bachelor of Business Administration BBA	International University of Business Agriculture and Technology- (IUBAT)	Human Resource Management	2018	3.18 out of 4.0
HSC	BPATC College	Business Studies	2012	4.60 out of 5.0
SSC	Dhanmondi rotary club girls high school	Business Studies	2010	4.50 out of 5.0

Hardware/Software Skills:

- Operating System : Windows XP, Windows 7, 8 & 10
- Word Processing : MS Word
- Spreadsheet Analysis : MS Excel,
- Presentation Software : MS Power Point,
- Internet : Internet Browsing, E-mail, Data Search

Communication skills:

- Fluent in English & Bangla.
- Proficient in writing and editing reports.
- Efficient in multimedia presentation.

Special Skills:

- Have the ability to work independently.
- Can work with people of all level.
- Positive attitude towards challenges.
- Have ability to do work under pressure/any circumstances.
- Hardworking.

Area of Interest:

- Reading
- Listening Music
- Traveling any historical place & village
- Playing Indoor & outdoor games.

Personal Information:

Father's Name	:	Nazimuddin Ahmed
Mother's Name	:	Parvin
Date of Birth	:	23 Dec, 1994
Marital Status	:	Married
Religion	:	Islam
Present Address	:	Ashulia ,Savar, Dhaka
Permanent Address	:	Ashulia, Savar, Dhaka
Blood Group	:	A+ (Positive)
Nationality	:	Bangladeshi (By birth)

Reference:

Md. Ferdaus Sikder

Manager (Acting)

Public Health Center (Panishail)

South Panishail, Ward No. 1, Kashimpur, Gazipur City, Gazipur.

Mobile: 01911453072

Md. Saiful Islam

Senior Deputy Director

Headquarters

In Charge of Carpenter Section

WALTON GROUP

Walton Hi-Tech Industries (PLC)

saiful17792@waltonplc.com

Mobile: 01678860446

DECLARATION:

Here I declare that the above information is true to the best of my knowledge.

Naznin Ahmed

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(Naznin Ahmed)