



TANJEEM AHMED MUGDHA

☎ Cell : 01521209357

✉ Email: afsarmugdho916@gmail.com

🏠 House : 45/KHA/1, Dhalka Nagar Lane,
Faridabad, Gandaria - 1204

COMPUTER SKILLS

- Good at MS Office (Word, Excel, Outlook, Power point, OneNote, Access).
- Web Design
- Google Drive (Docs, Sheets, Slides, Forms)
- Spreadsheets (Excel, Google Sheets)
- Presentations/Slideshows (Power Point, Google Slides)
- Writing Skills (Word Press, Technical Writing)
- Browsing

LANGUAGES

- BANGLA
(Excellent in Reading, writing and speaking)
- ENGLISH
(Excellent in Reading, writing and speaking)

Extracurricular Activities

- Sports
- Volunteering.
- Arts
- Tutoring
- Scouting

CAREER OBJECTIVE

To get an opportunity to a reputed organization where I can make the best of my potential, along with my passion for continuous learning, to make a positive impact and contribute to the overall goals of the organization.

Personal Attributes

- Willing to accept responsibility and perform accordingly.
- Can prioritize work and deadlines.
- Can work independently and feel comfortable to work in teams.
- Can deal with foreign customers.
- Keep confidentialities.
- Can work under pressure.
- Enjoy working to meet the challenge.

Academic Qualification

➤ Masters of Business Administration (M.B.A)

Institute : Tejgaon College (Under National University)
Discipline : Finance & Banking
Result : CGPA 3.38 Out of 4.00
Passing Year : 2021 (Held in 2023)

➤ Bachelor of Business Administration (B.B.A.) (4 years)

Institute : Tejgaon College (Under National University)
Discipline : Finance & Banking
Result : CGPA 3.19 Out of 4.00
Passing Year : 2020 (Held in 2022)

➤ Higher Secondary Certificate (H. S. C)

Institute : Birshreshtha Noor Mohammad Public College
Discipline : Business Studies
Result : GPA 4.33 Out of 5.00
Passing Year : 2016

➤ Secondary School Certificate (S. S. C)

Institute : Bangladesh Bank Adarsha High School
Discipline : Business Studies
Result : GPA 5.00 Out of 5.00
Passing Year : 2014

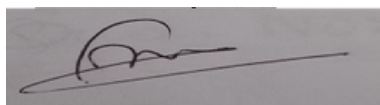
Personal Details

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|----------------------|---|
| 1. Name | :TANJEEM AHMED MUGDHA |
| 2. Father's Name | :MD. KAISAR AHMED |
| 3. Mother's Name | :FEROJA KAISAR |
| 4. Permanent Address | :57 No. K. B. Road, Faridabad, Dhaka-1204 |
| 5. Date of Birth | :11 TH August, 1999 |
| 6. Nationality | :Bangladeshi (By Birth) |
| 7. Religion | :Islam |
| 8. Marital Status | :Unmarried |
| 9. Blood Group | :O+ |

Certification

I certify that all information stated in this resume is true and completed to the best of my knowledge. I authorize to verify all the information provided in this resume.

Signature



TANJEEM AHMED MUGDHA