

Shakil Ahamed Razu

Milling Address:

House No-05, Road-05, Block- E, Mirpur- 11, Dhaka-1216

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Career objective:

I would like to work in an organization where i can utilize my knowledge's and skills and can improve my professional skills for personal growth and resultant organizational benefit.

Special qualification:

#advanced English proficiency.

#touch typing (above 60wpm).

Responsibilities:

Content writing and digital media operation.

Academic qualification:

Exam title	Major subject	Institute	Result	Pass. Year
SSC	Business	Bauniabadh Ideal High School	Gpa: 3.78 out of 5	2018
HSC	Business	Vashantek Govt College	Gpa:3.92 out of 5	2020
Degree	Bachelor of Business Studies	National University	CGpa: 2.77 out of 4	2023

Specialization:

Fields of specialization
Online marketing English (language) MS word/excel/power point/OneNote Teaching/training Management Digital marketing Content development

Extra-curricular activities:

Travelling, exploring, content writing,Sports.

Language proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High
Korean	High	High	High
Hindi	High	High	High

Experience

Name of Organization : Cake Storys
Designation : Executive
Duration : 02 (Years)
Location : Mirpur-02, Dhaka

Name of Organization : Cake Storys
Designation : Assistant Manager
Duration : 03 (Months)
Location : Mirpur-02, Dhaka

Computer skill:

MS word, MS power point, MS excel, adobe Photoshop & illustrator, internet, email operating, word press customization.

Personal details:

Father's name : Md. Anwar Hossain
Mother's name : Mst. Roksana
Date of birth : 1/8/2002
Gender : Male
Marital status : Married.
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village : Sreekisnodi Post office: Kobirajpur Thana: Rajoir
District: Madaripur
Current location : Mirpur-11, Dhaka-1216.

In the above circumstances, I hope and believe that you would be kind enough to consider my application and appoint me to the post prayed for.

Yours faithfully.

Signature

Date: